

## DEFENSE DISTRIBUTION CENTER

### OFFICE OF THE COMMANDER (DDC-D)

Exercise command authority and command leadership over the Defense Distribution Center. Directs, coordinates and administers the development, execution and reporting of mission operating plans and accomplishment.

### MISSION:

### FUNCTIONS - SMALL BUSINESS

1. Develops outreach programs to identify small and disadvantaged business firms that have the potential for selling their goods and services to Department of Defense (DOD)/Federal buying activities. Encourages these firms to participate in expanding the DOD industrial base, and assists them in developing a marketing capability to effectively compete for DOD contracting requirements.
2. Develops, coordinates, sponsors, and participates in Federal, state and local government and industry sponsored conferences, trade fairs, and economic assistance events in support of outreach programs.
3. Assists and counsels small and disadvantaged business firms in acquiring information and in resolving problems encountered in bidding or performing on DOD contracts.
4. Reviews pending procurement actions for breakout and set-aside opportunities for increasing small business participation and competition for DOD requirements.
5. Establishes and maintains liaison with Federal, state, local government activities, and the industrial community to promote the use of all available resources to strengthen programs.
6. Provides technical assistance and training to activity personnel and to state/local government and nongovernmental entities in support of their economic development activities.
7. Develops and implements programs for support of sheltered workshops affiliated with National Industries for the Blind and National Industries for the Severely Handicapped.
8. Establishes program goals and evaluates activity performance in achieving goals for the award of prime contracts to firms in the program.
9. Reviews and participates in negotiations in DOD prime contractor proposed subcontracting plans for award of subcontracts to small and disadvantaged business firms.

## OFFICE OF CHIEF OF STAFF (DDC-CS)

### MISSION:

Key advisor to the Commander for administration and coordination of Defense Distribution Center operations. Manages and coordinates staff and attendant administrative and protocol activities for the Commander, Deputy Commander, and Chief of Staff.

## SECRETARY OF GENERAL STAFF (DDC-CX)

### MISSION:

Provides policy direction, planning, technical advising, managing, and programming all phases of Command Support operations, as well as providing direction and oversight concerning priorities and initiatives to the command administrative staff. Directly supervises the Military Personnel and Command Admin staff. Reports to the DDC Chief of Staff.

### FUNCTIONS:

1. Ensures smooth operation and interaction of secretarial functions for the Commander, Deputy, and Chief of Staff.
2. Provides oversight, guidance and direction of administrative/secretarial services to the Commander, DDC.
3. Analyzes requirements and shortfalls and provides long and short-range solutions to assure smooth operation of all Command administrative/secretarial functions.
4. Serves as the principal assistant to the Commander for all protocol services; develops plans and procedures for VIP visits and Command hosted events, etc.
5. Supervises Executive Office staff in the development and implementation of protocol policy and procedures for the Center. Staff members provide protocol services and guidance to the Commander/Deputy, schedule/coordinate visitors, and coordinate, provide guidance for, or support, all Command functions.
6. Acts as advisor and assistant to Commander DDC on matters concerning protocol, command events and schedules, internal and external information flow, long-range military personnel planning, utilization and staffing, and presentation/monitoring/coordinating of command initiatives.
7. Prepares directed actions issued by the Commander as they pertain to protocol and assures compliance with directed actions.
8. Serves as DDC Liaison to DLA Director's Staff Group.
9. Oversees the control of all incoming/outgoing documents, suspense's, and tasking to Directorates and staff offices. Analyzes, processes, and follows-up on all correspondence to ensure proper coordination, correctness, timeliness, and completion of assigned tasks.

10. Acts as the central point of contact for DDC Command Complaints and Congressional Inquires. Investigates complaints as appropriate, makes recommendations to concerned activities/individuals; and prepares responses to complainants in coordination with the Public Affairs Office as appropriate.
11. Coordinates with office chiefs and Directorates throughout the DDC on projects that have Command involvement. Conducts or coordinates special projects or assignments, as directed, relating to any area for which the Commander/Deputy/Chief of Staff have responsibility, including complex studies related to DDC-wide operations.
12. Provides expert technical support and analytic advice to the Command Group and special staff offices in matters relating to information technology and information management issues.
13. As directed, oversees or personally conducts complex special studies related to DDC-wide operations, programs, requirements and initiatives.
14. Serves a subject matter expert (SME) to define requirements for supplies and services that need to be acquired through the procurement process. The SME will work with the Acquisition Management Group of J-7 in the development, who provides customer acquisition planning support for the development of the Plan of Action and Milestones (POAM); the Independent Government Cost Estimate (IGCE); the Source Selection Plan (SSP); the Acquisition Plan; the Performance Work Statement (PWS) or Statement of Work (SOW) and associated Technical Exhibits; the Pre-Proposal Conference agenda and itinerary; conducting Market Research and the coordination of post award modification requirements. The requiring activity is also responsible for obtaining the organization's participants in the source selection evaluation boards for technical, past performance and cost/price evaluations upon request.
15. Formulates and prepares budget projections for new recruitments, monitors and tracks all expenditures, develops recruitment strategies, provides management with recruitment advice, proposes alternative intern programs. Mentors and coaches new interns.
16. Provides in and out-processing for active DDC military personnel. Processes individual military personnel actions and maintains liaison with the Military Services on such actions. Processes reassignments, separations, promotions, reclassifications, efficiency reports, reenlistments, and other personnel actions involving military personnel.
17. Establishes orientation and sponsor program for newly assigned military personnel.
18. Administers the DLA/DDC Military Awards Program and processes award recommendations.
19. Monitors submissions of evaluation reports on all DDC military personnel and processes those reports for additional rating, endorsement, or review as required. Forwards all completed military evaluation reports to DLA and required Services.
20. Reviews, validates, and maintains current position descriptions for authorized military positions in DDC.
21. Provides changes in military positions/assignments to DLA. Monitors military personnel training programs.
22. Schedules schools for new Commanders.
23. Coordinates quotas and orders for military oriented and professional development schools for those military personnel assigned/attached to DDC.

24. Maintains Military Personnel Records for each service member.
25. Performs as the liaison between the DDC military personnel and the servicing military personnel and finance organizations.
26. Maintains official military personnel rosters.
27. Coordinates and monitors DDC's Standard Installation/Division Personnel System (SIDPERS) administration for DA and MPIII for Air Reserve Personnel Center (ARPC).
28. Assists military travelers and dependents with required travel records and authorizations.
29. Receives and reviews telecommunications messages from HQ DLA and all Military Services. Determines appropriate action and forwards copies to active duty military personnel.
30. Oversees and manages the Weight Control Program for all military personnel assigned/attached to DDC.
31. Identifies soldiers eligible for reenlistment and plans, coordinates a reenlistment ceremony.
32. Acts as the Commissary Authorization Agent for the New Cumberland area.
33. As part of an overarching public affairs communications program, acts as the central point of contact for congressional and state legislators. Develops and maintains an effective program to inform Federal and State legislators of the mission, operations, and importance of the DDC as a vital part of the community. Prepares and coordinates, as necessary, responses to congressional inquiries. Plans and arranges Congressional visits, tours, and other special events sponsored or supported by the DDC>
34. Serves as the Records Manager to ensure compliance with the laws, rules and regulations as it relates to creation and retention of agency records, in all media.
35. Coordinates One Book.
36. Maintains Depot profiles.
37. Oversees FLIPL Program.
38. Responsible for Director's time certification.
39. Maintains the Mission & Functions Manual.
40. Maintains the Commander's Handbook.

#### EQUAL EMPLOYMENT (DDC-CE)

##### MISSION:

Acts as principal advisor to the Commander on the development, execution, and evaluation of the DDC Equal Employment Opportunity Program and DDC Diversity Program. Reports to the DDC Commander.

##### FUNCTIONS:

1. Serves as staff advisor to DDC management officials, both civilian and military, on Equal Employment Opportunity (EEO) and Diversity matters.

2. Participates in the development and/or review of all DDC civilian personnel administration policies and programs and advises the Commander as to conformity with policy to overcome under representation of minorities and women.
3. Coordinates the formulation of the DDC Affirmation Action Plans, their implementation, and evaluation.
4. Assists in the development and implementation of EEO and Diversity training for supervisors/managers/employees.
5. Monitors statistical progress of minorities and women, and persons with disabilities.
6. Receives, investigates/arranges for investigation of, and assures proper and timely processing of discrimination complaints (pre-complaint and formal) according to appropriate measures.
7. Analyzes complaints, both formal and informal, and identifies conditions and circumstances which go beyond the individual case and may require further management action in order to develop and implement complaint preventative measures and apprises management of the status of complaints.
8. Ensures corrective action resulting from discriminatory practices is implemented and effective.
9. Attends meetings with community action organizations.
10. Prepares required reports on EEO for higher authority.
11. Provides leadership and direction for special emphasis program, such as the Federal
12. Women's Program, Hispanic Employment Program, Black (African American) Employment
13. Program, Asian Pacific Employment Program, native American Employment Program and Persons with Disabilities Employment Program.
14. Serves as the Contracting Officer Representative for EEO Complaints Counseling Services contract

#### PUBLIC AFFAIRS OFFICE (DDC-CP)

##### MISSION:

Acts as the principal advisor to the Commander on all issues related to protecting the reputation of the Defense Distribution Center among key publics including employees, customers, vendors, DLA headquarters, DLA field activities, media, Congress, and other government and private sector organizations. Develops an overarching public affairs communications program to protect the organization's reputation among key publics. Reports to the DDC Chief of Staff.

##### FUNCTIONS:

1. Advises the DDC Commander and staff on the proper planning and execution of DDC communications programs including the development of communication goals, objectives, strategies and tactics as well as conducting research to develop, monitor and measure communications programs.

2. Plans, develops, and executes the DDC's public relations/corporate communications program including employee relations, congressional relations, media relations, and community relations.
3. Provides public affairs guidance and assistance to subordinate activities as appropriate. Approves speeches, articles, briefings, audiovisual productions, and other informational material originated by the DDC or its personnel, coordinating with the appropriate functional managers. Arranges clearance of material with HQ DLA when required.
4. As part of an overarching public affairs communications program, develops and implements a media relations program that fosters understanding of DDC mission and programs among the media. Acts as the central point of contact for all inquiries from the media, organizations, and the general public. Prepares coordinated responses to such inquiries. Establishes and maintains effective working relationships with representatives of the print, electronic and broadcast media on a local, state, and national level.
5. Plans and executes a local community relations program to sustain community support. Establishes and maintains liaison with local community, civic, and trade organizations. As part of an overarching public affairs communications program, plans and promotes undertakings conducive to the improvement of public understanding and support of DDC programs and objectives. Plans and arranges civic/community groups visits, tours, and other special events sponsored or supported by the DDC.
6. Prepares speeches for the DDC Commander and key staff members. Content of speeches should be developed in accordance with objectives identified in an overarching public affairs communications program.
7. Develops and designs visual information materials including brochures, displays, exhibits and Web pages to meet the objectives of the overarching public affairs communications program.
8. In accordance with an overarching public affairs communications program, prepares, coordinates, and disseminates informational material about the DDC. Provides informational material to trade and special interest organizations, contractor firms, and to the DDC's military customers.
9. Develops and implements policies and procedures governing the conduct of Command overview briefs.
10. As part of an overarching public affairs communications program, acts as the central point of contact for congressional and state legislators. Develops and maintains an effective program to inform Federal and State legislators of the mission, operations, and importance of the DDC as a vital part of the community. Prepares and coordinates, as necessary, responses to congressional inquiries. Plans and arranges Congressional visits, tours, and other special events sponsored or supported by the DDC.
11. Implements Defense Logistics Agencies (DLA's) photographic policies and procedures. Provides guidance concerning photographic support. Provides photographic services support.
12. Provides training to DDC employees who serve as spokespersons for the organization (including media interviews, effective presentations, risk communications, and other topics as appropriate).

13. Serves a subject matter expert (SME) to define requirements for supplies and services that need to be acquired through the procurement process. The SME will work with the Acquisition Management Group of J-7 in the development, who provides customer acquisition planning support for the development of the Plan of Action and Milestones (POAM); the Independent Government Cost Estimate (IGCE); the Source Selection Plan (SSP); the Acquisition Plan; the Performance Work Statement (PWS) or Statement of Work (SOW) and associated Technical Exhibits; the Pre-Proposal Conference agenda and itinerary; conducting Market Research and the coordination of post award modification requirements. The requiring activity is also responsible for obtaining the organization's participants in the source selection evaluation boards for technical, past performance and cost/price evaluations upon request.
14. Formulates and prepares budget projections for new recruitments, monitors and tracks all expenditures, develops recruitment strategies, provides management with recruitment advice, proposes alternative intern programs. Mentors and coaches new interns.

#### GENERAL COUNSEL OFFICE, (DDC-GC)

##### MISSION:

Provides legal, regulatory, and policy advice, representation and other related services to the Commander and all elements of DDC on matters involving or affecting the Command. Reports to the DDC Commander.

##### FUNCTIONS:

1. Performs legal research; provides opinions, recommendations, and legal representation concerning the development, analysis, implementation, and defense of the Command's plans, programs, actions, systems, and operations.
2. Analyzes the legal impact of proposed and new legislation, regulations and policies. Drafts and submits annual DDC legislative agenda. Reviews all Congressional, Command Complaint, and Hotline responses prior to signature.
3. Advises the Commander and staff elements on legal aspects of the establishment and implementation of systems for internal controls.
4. Provides legal advice and representation to the Command on all aspects of the competitive sourcing program.
5. Assists in the formulation of acquisition policy and procedures and in decision making during all phases of an acquisition from requirements definition, through the preparation of performance work statements, solicitations, evaluation of offers, source selection, and contract administration.
6. Reviews solicitations and proposed contract awards and contract modifications for legal sufficiency. Advises on and reviews a variety of contract issues and actions both pre-award and post award such as: protests, potential and actual claims or disputes, terminations, payment disputes, novation, and change of name agreements, enforcement of contractual

- rights and obligations, bonds, insurance, labor standards, mistake in bids, requests for indemnification or extraordinary contractual relief, etc.
7. Participates in the negotiation of contracts, identification and resolution of contract disputes, and in the determination and enforcement of contractual rights and obligations.
  8. Advises as to the legal sufficiency of contracting officer decisions under the “Disputes” clause.
  9. Assembles facts, prepares proofs of claim, prepares reports, and represents the Command in matters relating to contractor insolvencies and bankruptcies.
  10. Responsible for determining the Command’s legal position on protests submitted to the contracting officer, other officials, and to Government Accountability Office (GAO) and preparing reports and recommendations to GAO or higher authority.
  11. Responsible for all court litigation matters relating to DDC activities and operations, including gathering evidence, obtaining witnesses, developing legal positions and arguments, preparing litigation reports and draft pleadings, motions, memoranda and other filings, and providing other support to the Department of Justice as requested. Such support may include acting in an “of counsel” or co-counsel capacity. Responds to subpoenas, summons, document and witness requests, complaints, requests for Department of Justice representation, and all other litigation matters.
  12. Represents the Command in all administrative litigation, hearings, and proceedings involving the Command’s activities and operations, including actions before the Armed Services Board of Contract Appeals, the GAO, an arbitrator selected under the terms of a negotiated bargaining agreement, the Merit Systems Protection Board, the Federal Labor Relations Authority, the Equal Employment Opportunity Commission, State Unemployment Offices, and similar bodies.
  13. Oversees all aspects of the DDC Alternative Dispute Resolution Program including the use of mediation to resolve workplace and contractual disputes.
  14. Responsible for assembling facts and preparing reports and recommendations to higher authority, as requested, on cases referred by the Office of Special Counsel.
  15. Serves as Deputy Standards of Conduct Counselor under the DLA Standards of Conduct Program. Operates the DDC Ethics and Standards of Conduct Program. Reviews all financial disclosure reports public (SF 278) and confidential (OGE 450 and OGE 450A) submitted by Command employees. Develops and provides standards of conduct/ethics briefings and training on a regular basis to Command employees.
  16. Pursuant to the DLA Business Integrity Program, examines matters involving potential contract fraud, violations of antitrust laws or other improper conduct by government personnel or contractors, and violations of conflict of interest laws and regulations. Refers matters that merit investigation to the appropriate investigative agency. Monitors progress of investigation, provides legal support as required, and initiates further action in the matter as warranted, including reports and recommendations to higher authority for debarment or suspension, and referral through the Office of General Counsel to the Justice Department for possible civil recovery litigation.
  17. Provides notary public services, powers of attorney, and arranges for other legal assistance for eligible recipients with nearby military legal assistance offices.
  18. Serves as the legal member on a variety of boards, panels, and committees.



19. Provides legal advice and expertise on occupational safety and health, nuclear regulatory and environmental law problems and issues, and represents the Government before federal, state and local agencies, boards, commissions, as required.
20. Provides employment and labor law advice and support to the Customer Support Office-New Cumberland (CSO-N), to managers and supervisors, on all performance, disciplinary, and grievance, and labor issues and cases.
21. Provides advice and assistance on all installation criminal and administrative law matters such as law enforcement, arrest, search and seizure, bar letters, Morale Welfare Recreation (MWR)/Non Appropriated Funds Instrumentalities (NAFI) issues.
22. Advises DDC J-8 and DDC Command on the proper expenditure of appropriated funds and other fiscal law issues.
23. Reviews and finally adjudicates requests for reimbursement of real estate expenses incurred by employees in connection with a permanent change of station.
24. Investigates or ensures investigation and referral to proper authority of all tort and other non-contractual claims involving DDC activities.
25. Administers the Freedom of Information Act (FOIA) and the Privacy Act (PA) of 1974 for the DDC.

#### INTERNAL REVIEW OFFICE (DDC-IR)

##### MISSION:

Provides the DDC Commander with independent appraisal of the effectiveness of operations and performs external audit liaison for the DDC. Command focal point for Department of Defense Inspector General (DOD IG) hotline calls.

##### FUNCTIONS:

1. Provides study, analysis, and audit capability to the DDC in accordance with government auditing standards that lead to mitigation of serious risks resulting in reduction of costs and effecting substantial improvement in service and customer satisfaction.
2. Prepares an annual audit plan containing the audits to be performed during a specific fiscal year. Develops and maintains an audit follow-up process to ensure that audit findings and recommendations are adequately resolved.
3. Conducts centrally directed audits (financial and compliance) and reports audit results directly to HQ DLA.
4. Monitors all external DOD IG/Government Accountability Office (GAO) audits, investigations, special studies and evaluations regarding distribution operations to assure the Agency's policies and operations are openly and accurately portrayed and that the Agency's interests are fairly and correctly reflected in the findings; that the recommendations are implemented to correct stated conditions and achieve anticipated or proposed benefits. Validates corrective actions resulting from DOD IG, GAO, and other external audits.

Performs command liaison for all external audit agencies and DOD Inspector General Audits and inspections.

5. Focal point for receiving/processing of Defense Hotline complaints within the DDC. Requests DDC Depot Commanders and Headquarters Directors appoint investigating officials to conduct impartial objective investigations and prepare reports for submission to DLA through the DDC Internal Review Office.

#### DIRECTORATE OF ACQUISITION OPERATIONS (DDC-A):

##### MISSION:

The Acquisition Operations Directorate is comprised of two (2) divisions, the Acquisition Management Division (AF) and the Contracting Division Group (AB). The Director, Acquisition Operations is responsible for Acquisition related support for the DDC and serves as the DDC Competition Advocate. Reports to the Chief of Staff.

#### CONTRACTING DIVISION (DDC-AB):

##### MISSION:

1. The mission of the Contracting Division is to provide comprehensive acquisition services to ensure on-time execution of requirements at the best value for stakeholders worldwide. In fulfilling this role, members of the DDC-AB team plan, direct, perform, and administer the contracting for supplies, services, and minor construction for DDC and DES customers. J-7-AB also serves as the DDC Small Business Specialist and the DDC Competition Advocate Point of Contact (POC). Additional functions of the Contracting Division include:
2. Serve as a Business Advisor for Acquisition Planning
3. Preparing pre-award documentation including small business review, synopsis, source selection plans Requests for Proposal (RFP) and Invitations for Bid, and amendments to RFP. Holds Pre-solicitation or Pre-proposal Conferences for potential off errors for selective requirements.
4. Reviews Technical Evaluation Summaries and determines the content for preparation of discussion letters, conducts negotiations; conducts cost/price analysis/realism; prepares pre-award business memorandum; and source selection documentation for Source Selection Authority approval.
5. Prepares post-negotiation business memorandums and, award documents, Congressional notice of award; and appointment of Contracting Officer's Representative (COR)
6. Post Award functions to include prepares responses to protests; post award conferences; modifications; required correspondence; direct and constant communication with the contracting officer's representative (COR) to ensure that performance is being monitored and documented IAW FAR 42, Contract Administration, to include contract closeout.

7. Provides input to the Management Control Plan as needed to monitor internal control initiatives and other strategic programs.

#### FUNCTIONS:

1. Aids and assists in Acquisition Planning.
2. Prepares pre-award documentation and participates in conferences and surveys. This includes small business review, synopsis, source selection criteria, Requests for Proposal (RFP) and Invitations for Bid, and amendments to RFP.
3. Participates in pre-award discussions and negotiations. Prepares discussion letters; conducts negotiation/discussion; conducts cost/price analysis/realism; prepares pre-award business clearance; and prepares source selection document.
4. Prepares contract documentation, to include post-negotiation business clearance, award document, Congressional notice of award; and appointment of Contracting Officer's Representative (COR).
5. Prepares post-award documentation. Prepares protest documentation; arranges post award kick off meetings; prepares modifications; prepares required correspondence; and provides overall contract administration to include closeout.
6. Manages the source selection process and provides training, advice and guidance to the various source selection teams.

#### FUNCTIONS – CONTRACT SUPPORT:

1. Prepares Procurement Management Review (PMR) standards.
2. Compiles data for required internal/external reporting, to include FPDS Reporting, procurement competition goals, and metrics.
3. Develops and maintains procurement systems.
4. Prepares and maintains contract policy documentation, including Contracting Officer warrants, COR database, DAU training, contract closeout statistics, and quality assurance review process.
5. Reviews and analyzes regulation changes, i.e., Federal Acquisition Circular (FAC), Defense Federal Acquisition Regulation Supplement (DFARS), and Defense Logistics Agency Directive (DLAD) and PROCLTRS.
6. Participates in Customer Relationship Management (CRM).
7. Acts as Small and Disadvantaged Business Specialist (SADBU)
8. Acts as the DDC Competition Advocate Point of Contact (POC)
9. Manages Contractor Performance Assessment Reporting System (CPARS).
10. Formulates and prepares budget projections for new recruitments, monitors and tracks all expenditures, develops recruitment strategies, provides management with recruitment advice, proposes alternative intern programs. Mentors and coaches new interns.

## ACQUISITION MANAGEMENT DIVISION (DDC-AF)

### MISSION:

Administers and executes Acquisition/Preliminary Planning for support for contract requirements development for DDC/Depot contracts and the DDC Commercial Activities Program in accordance with OMB Circular A-76 and appropriate DOD and DLA regulations and publications. Administers and executes the Quality Assurance and Continuing Government Activity (CGA) Program. Administers, executes and ensures availability of Stock Fund Material for entire DDC. Administers government Purchase Card Program (IMPAC) and Accountable Property Program.

### FUNCTIONS – ACQUISITION CUSTOMER SUPPORT:

1. Provides requirements development support to all DDC Requirements Generators/Customers.
2. Establishes and maintains communication with the Requirements Generators/Customers.
3. Assists the Requirements Generators/Customers with acquisition planning, requirements identification and development, and market research.
4. Works directly with the customer to develop the Statement of Work (SOW)/Performance Work Statement (PWS), Independent Government Cost Estimate (IGCE), quality assurance provisions, and source selection planning and criteria.
5. Coordinates with the appropriate DDC or DLA Enterprise Organization (e.g., J3/J4, J-6, DES) to acquire special approvals and identify specific requirements.
6. Prepares the procurement package for submission to the Contracting Group (DDC-AB).

### FUNCTIONS – ACQUISITION/PRELIMINARY PLANNING:

1. Advises the DDC Commander, Staff and depots on the application of project planning and management techniques, employing structured, consistent and repeatable processes and methods throughout the acquisition lifecycle for private to private competitions and public to private (A-76) competitions..
2. Coordinates A-76 competition announcements and decisions with HQ DLA and appropriate DDC staff elements.
3. Establishes the Acquisition Planning Team (APT) for acquisition projects.
4. Oversees the competitive review of commercial activities. Serves as the primary liaison with HQ DLA and the DSCC A-76 Contracting Office throughout the A-76/acquisition effort; ensures consistency in approach between A-76/acquisition teams and provides necessary resources.
5. Provides advice and guidance to participants throughout the acquisition / preliminary planning process, which includes market research, scoping, grouping and development of baseline costing or independent government cost estimate (IGCE). Provides knowledgeable,

skilled resources and training. Assists participants in data gathering and developing Performance Work Statement (PWS) documentation. Provides day-to-day team leadership/guidance, facilitates team cooperation and negotiation of team issues.

6. Develops communication plan/strategy for each acquisition project.
7. Coordinates efforts with customers, host installations, HQ DLA and the appropriate Contracting Officer.
8. Develops, maintains/tracks and evaluates a Plan of Action and Milestones (POAM).
9. Enforces firewalls to ensure solicitation integrity of A-76 competitions.
10. Reviews data submitted by teams, develops and coordinates the PWS for each solicitation in conjunction with the applicable Contracting Officer.
11. Develops the Quality Assurance Surveillance Plan to measure the quality of services provided by the selected service provider.
12. Drafts Selection and Evaluation Criteria and establishes the Independent Government Cost Estimate (IGCE) for use by the Source Selection Evaluation Board in the evaluation of private offerors.
13. Maintains Lessons Learned Database and hosts periodic Lessons Learned Conferences.
14. Maintains technical library and complete documentation of all finalized acquisitions.

#### FUNCTIONS - CGA PROGRAM:

1. Advises the DDC Commander and Staff on the planning and development of the CGA Staffing, Handbook and Training to meet Post Competition/Award Accountability Requirements.
2. IAW FAR 46, Quality Assurance, develops performance monitoring policies and procedures for CGA Implementation to monitor performance and record actual costs for all performance periods to include documentation for non-conformances, acceptability and action to correct deficiencies when identified.
3. Develops information technology continuum requirements to incorporate surveillance documentation for DDC visibility
4. Develops and/or tailors the core CGA staffing to address site-specific requirements. Documents variations between site-specific requirements and the core CGA to identify site specific needs, which are different from the core. Develops revised or additional position descriptions to meet site-specific objectives.
5. Coordinates with DDC Staff to ensure all requirements for CGA responsibilities and significant levels of non-conformance are identified.
6. Coordinates with CSO-N for classification and staffing issues.
7. Coordinates with CSO-N and the Depot Commander to develop implementation plans for establishing new Continuing Government Agencies (CGAs) or transitioning existing CGAs to the core CGA staffing.
8. Assists the DDC Staff and CGAs in the development of a strategic plan and performance metrics for the CGA.
9. Develops and maintains the Handbook for Managing a Distribution Depot in a Post A-76 Environment.

10. Develops and presents initial and follow-on CGA training.
11. Conducts an initial audit/training assessment approximately three months after Level One training has been completed; a second audit/training assessment approximately four months after completion of Level Two training; a third audit/training assessment approximately five months after completion of the various levels of CGA training; conducts annual audits thereafter as required/requested.
12. Assists each CGA in tailoring the QASP to address the selected service provider's specific quality control approach.
13. Conducts or assists the appropriate DDC staff in conducting follow-on audits of CGA procedures to ensure the CGA is successfully performing and documenting its performance assessment and program management responsibilities.
14. Develops and presents CGA training to the DDC staff or other DLA activities as required.

#### FUNCTIONS - MATERIAL MANAGEMENT:

1. Serves as the Accountable Property Manager (APM) responsible for control of all supplies and equipment. Ensures annual inventories of accountable property in (Defense Property Accountability System) DPAS are conducted and records are properly maintained. Ensures property assessments are completed to determine the accuracy of records in DPAS. Ensures DD Form 200, Financial Liability of Property Loss, has been completed in accordance with DLAR 7500.1 for lost, damaged or destroyed stocked supplies.
2. Establishes and maintains a quality assurance program for all directorate functions to ensure property control, supply discipline and proper transaction processing.
3. Serves as the Agency/Organization Program Coordinator (A/OPC) and administers the purchase card program for the DDC Government Purchase Card.
4. Prepares instructional material and conducts training on use of purchase cards and for organizational supply coordinators to obtain required supplies and services.
5. Serves as the focal point to ensure statements are processed within established time frames to minimize interest charges and increase rebate dollars and is the DDC point of contact to resolve purchase card discrepancies.
6. Serves as the Affirmative Procurement Program Manager (APPM) and reports recycled contents materials purchased annually to DLA.
7. Serves as the Retail Supply Manager (RSM). Establishes, maintains and reviews records for stock fund items. Determines operating levels, reorder timeframes, material identification, description, cross-reference, interchangeability, and ensures stock fund material is available for customer support.
8. Requisitions supplies/equipment from appropriate sources, which may include the preparation and initiation of documents for items to be procured by DDC.
9. Establishes and reviews standard unit prices for stocked material procured locally.
10. Prepares documentation for reporting/processing/turning in of excess supplies and equipment.
11. Prepares for and schedules cyclic/special inventories for stocked material.

12. Ensures compliance with principles of supply discipline as defined by higher headquarters. Documents justification for orders not accepted for processing.
13. Responsible for material management of Base Operating Supply System (BOSS) administration to include performing reviews and preparing analysis of material management processes.
14. Under the Base Realignment and Closure Act (BRAC), ensures all personal property is inventoried, transferred (DRMO, LRA, AFE another activity) in accordance with DOD 4145.44-M, Base Reuse Implementation Manual.

#### FUNCTIONS – OTHER PROGRAMS:

1. Evaluates annually each position within the DDC in accordance with the Federal Activities Inventory Reform Act of 1998 (FAIR Act) and determines classification of positions as either commercial activity or inherently governmental in nature.
2. Tracks and reviews associated costs for the Department of Defense Commercial Activities Management Information System (DCAMIS).

#### DIRECTORATE OF PLANNING & SUPPLY CHAIN INTEGRATION, DDC-B:

##### MISSION:

1. Acts as the principal advisor to the DDC command group for customer engagement, supply chain integration, strategic planning, and organizational transformation. Develops and recommends strategy formulation. Collaborates and coordinates with applicable DLA HQ elements on assigned functions.
2. Coordinates, develops, and maintains logistical support plans for the operation of Defense distribution in peace, transition, and full spectrum of active operational commitments supporting COCOMS throughout the world.
3. Ensures that DLA/DDC distribution policies, programs and capabilities are widely known and leveraged throughout the DOD supply chain.
4. Provides Program Management across the spectrum of DLA Initiatives that impact the DDC. Serves as the DLA Customer Relations and Outreach Manager throughout the world.
5. Provides the full range of transportation planning, information, and technical support that delivers effective, efficient, and innovative services to all DDC customers during peace and war.
6. Executes the transformation of the DDC to ensure compliance with DLA/DDC strategic plan.
7. Develops DDC training policy and command-wide leadership capability resources.
8. Forecasts future customer short and long term requirements, compares them with DDC's current ability to meet the requirements and develops recommendations for closing any gaps.
9. Directs DDC strategic planning, programming, customer out reach, and execution of long-range distribution programs to assure the DDC organizational capability to meet changing missions and evolving environments.

10. Ensures that the DDC's missions and functions are carefully orchestrated and integrated throughout the supply chain to include inventory control points (ICPs), USTRANSCOM, service force providers, and Combatant Commands.
11. Ensures that the missions and functions are carefully orchestrated and integrated throughout the supply chain to include inventory control points (ICPs), USTRANSCOM, service force providers, and Combatant Commands.
12. Provides input to the Management Control Plan as needed to monitor internal control initiatives and other strategic programs.
13. Reports to the DDC Chief of Staff.
14. Serves as Agency Tender Official (pursuant to OMB Circular A-76).

#### CUSTOMER/SUPPLIER ENGAGEMENT DIVISION (DDC-BA)

##### FUNCTIONS:

1. Provides the face-to-face interface with customers, DLA HQ, NAM, LNO, CAM, DLA CSR and Supply Chain Owners (SCO) daily to resolve issues and conduct on-site customer assistance visits, CONUS and OCONUS.
2. Manages second level distribution support for distribution customer issues, providing assistance to field units by locating lost, late, or misdirected shipments. Resolves discrepant shipments and arranges for reshipments as required. Provides tracking of materiel in support of services special projects.
3. Designs and implements Standard Operating Procedures (SOP) for the CIC.
4. Provides logistics research training for deploying personnel and CIC operations. Serves as escalation point for CIC Agents.
5. Functions as the DDC's training center on the use of the SAP CRM Service database system for customer history. Prepares and extracts customer reports and data as requested by management and other teams. Functions as the DDC's training center on Logistics Research training for deploying personnel in support of DSCTs and exercises.
6. Evaluates loss claims via email as submitted from customers, vendors and government organizations post review of distribution research. Writes financial property loss and damage letters for the Directorate.
7. Records Customer Profiles.
8. Documents customer expectations and monitor performance of DDC against the desired support levels. Provides peak hours of contact center support for DLA's customers with a team comprised of 2<sup>nd</sup> level research specialists.
9. Provides direct support and quick response to the DLA Customer Service Representatives located at Major Commands and other field activities, CONUS and OCONUS and CAS supply chain throughout DLA.
10. Serves as DDC touch point to DSCP, DSCR, and DSCC Customer Account Specialists, CSR, CAM, and NAM. Serves as the DDC focal point for customer issues that encompass multiple DLA Supply Chains and DDC distribution centers. Coordinates and conducts periodic QBR with each DLA supply center to address issues of mutual interest. Provides



DLA single Distribution Services for customer support “rules and tools” for customer engagement. Coordinates, negotiates, and communicates with customers on field level customer issues.

11. Negotiates and documents distribution services within Performance Based Agreements (PBA) and Performance Based Logistics (PBL). Executes and assists in preparation, negotiation and establishment of Service Level Agreements (SLA) and other Memorandum of Understanding (MOU) that are established in the business areas.
12. Participates with DLA HQs Corporate Customer Outreach and develops the DDC’s customer outreach program and participate in marketing events throughout the world providing information on the latest logistics innovations, requisitioning advantages, and in-transit visibility technology.
13. Develops the DDC’s corporate briefings and customer outreach program, reflecting the latest logistics initiatives and participate with DLA HQs, Corporate Marketing office in the development of joint displays, workshops, and briefings.
14. Maintains skilled and knowledgeable personnel empowered to work with industry and government organizations to develop customer program enhancements affecting today’s logistics platform.
15. Prepares proposals for new or expanded DDC missions, including economic justification and Business Case Analyses.
16. Conducts studies in areas of special interest and develop alternative solutions for supply or performance improvement of the DDCs Distribution operations. Studies include analysis of operational problems and encompass the identification of workflow, storage space, and operational or procedural deficiencies that prevent or hamper efficient and effective customer support. Develops and ensures implementation of recommended process improvements.
17. Participates in DLA or Service hosted seminars, VTCs, and conferences.
18. Monitors key programs and suspenses that cross all Division teams. Addresses customer issues that cross DDC functional areas.
19. Provides input to and reviews the Balanced Scorecard.
20. Develops distribution opportunities to increase sales for DLA and serves as DDC focal point for Enterprise Kitting initiatives and planning.
21. Provides briefings and updates on Air Force, Army, Navy, and Troop Support initiatives to DDC Command, DLA, and ICPs.
22. Works with customers to change processes that reduce customer wait time and enhance in-transit visibility. Interfaces with customers, vendors, combatant commanders, DLA CSRs and LNOs daily to resolve issues, and conducts on-site customer assistance visits, CONUS and OCONUS
23. Performs traffic management studies to enhance operational efficiencies. Participates as members of Headquarters Staff Transportation Teams to study issues of system-wide importance. Coordinates with Industry, TRANSCOM, SDDC, AMC, NOLSC, and Procurement Offices to effect changes in carrier contracted support, integrated systems and changes to overreaching regulatory guidelines in the DTR and other Federal, State and local regulations affecting transportation.
24. Provides traffic management assistance to DDC sites and tenant activities.

25. Supports the DLA Supply Centers and their vendors by providing pre-solicitation, pre-award and post-award traffic management and addressing support. Develops the DSS Vendor Module and implements it at vendor locations to perform first destination transportation services.
26. Supports the DRMS MEO with transportation planning and execution.
27. Participates in Transportation Operating Agency hosted conferences and seminars and assists with system training.
28. Functions as the J-3/J-4 complement to the DDC J5 for special logistics operations and plan implementation. Supports contingency operations by providing mission essential personnel and staffing.
29. Supports exercises and planning events with transportation logistical knowledge and expertise to ensure the flow of sustainment materiel during various phases of the exercise or operation. Manages and executes special logistics projects and exercises with USSOUTHCOM, USSOCOM, USPACOM, USEUCOM, USTRANSCOM, and CENTCOM by manning 24-hour operations cells, and handling materiel loss claims.
30. Develops vendor roll-out, training and implementation schedules. Works with DLA Supply Centers to transition FOB Origin contracts to utilize the efficiencies afforded to DLA vendors through use of the optimization benefits of DPMS.
31. Provides DLA and DOD vendors with shipping documentation, RFID tags, optical memory cards and Materiel Shipping Labels for containerized shipments destined to the CENTCOM AOR. This support includes working with SDDC and the ocean carriers to book or schedule these container movements.
32. Supports the DSCP Subsistence Directorate by managing and scheduling all domestic and international subsistence shipments.
33. Directs and manages all activities pertaining to DPMS for DLA and acts as the primary advisor to the DDC command group for all DPMS program issues.
34. Develops and updates all program funding requirements in conjunction with J-6 and J-8.
35. Provides Program status to the HQ PEO and DDC management on a periodic basis and as required.
36. Exercises responsibility for the development of both current and projected functional systems requirements and policy concepts, objectives, and general requirements and ensures their integration with COTS (Commercial off-the-shelf software.)
37. Determines both current and projected functional requirements for integration with Distribution Standard System (DSS) and other DOD/DLA systems as required. This is performed in conjunction with J6U and the DPMS External Service Provider.
38. Develops the design of functional user training for any new or revised software solutions.
39. Interfaces with all DDC entities as necessary, to assure that DDC interests are visible and integrated to the satisfaction of the DDC organization.
40. Responsible for post-implementation support strategies once the COTS implementation has stabilized.
41. Ensures coordination of DPMS systems interface requirements with DSS, BSM, and systems used by the Military Services throughout the entire program life cycle.
42. Ensures deliverables are on time and within cost constraints.

43. Ensures transition plan to new system and procedures is developed and implemented to minimize disruption to current operations and guarantee success of DPMS.

#### TRANSFORMATION DIVISION (DDC-BB):

##### FUNCTIONS:

1. Serves as the primary focal point on supply chain integration issues.
2. Establishes the DDC as the “one-stop shop” to provide advice and assistance related to distribution policy, planning, and operations to DOD supply chain customers, managers, and operators. Develops operational and IT concepts to improve DOD supply chain management.
3. Evaluates private, academic and governmental studies, as requested, that could provide a cost or process benefit to DOD distribution.
4. Provides Program Management for DDC-wide initiatives as well as external initiatives that affect DLA distribution programs. Develops the plans to execute initiatives, including the milestones, communication plans, change management and other plans as required; and conducts the actual execution/rollout and hands off a stable initiative to Distribution Operation Center.
5. Provides support to distribution centers’ leadership, DLA Supply Centers, Military Services Inventory Control Points (15 each), and other Federal Agencies (i.e. FEMA & Homeland Security) by gathering information and customer intelligence that streamlines logistics operations and improves distribution support provided by the DDC.
6. Conducts multi-level interfaces across DLA HQ, DLA Field Activities and Military Services for demand and supply chain planning. Develops the proposals that support the DDC customer base with improved logistics readiness and distribution support. Compiles information and intelligence, then forwards to Distribution Center Commanders for their planning and execution of distribution operations. Supports DDC transactional excellence in conjunction with Distribution Operations Center and Process Compliance.
7. Participates in the development, testing and implementation of OSD and DLA programs and projects concerning emerging technologies and new or revised business processes.
8. Provides guidance and assistance on planning efforts to subordinate activities as appropriate and ensures alignment of distributed planning efforts with DDC, DLA and OSD plans.
9. Takes necessary actions to ensure that DDC’s plans support COCOM deliberate/crisis planning process, align with the plans of higher headquarters and integrates with the plans of its supply chain partners.
10. Serves a subject matter expert (SME) to define requirements for supplies and services that need to be acquired through the procurement process. The SME will work with the Acquisition Management Group of J-7 in the development, who provides customer acquisition planning support for the development of the Plan of Action and Milestones (POAM); the Independent Government Cost Estimate (IGCE); the Source Selection Plan (SSP); the Acquisition Plan; the Performance Work Statement (PWS) or Statement of Work (SOW) and associated Technical Exhibits; the Pre-Proposal Conference agenda and itinerary; conducting Market Research and the coordination of post award modification requirements.

The requiring activity is also responsible for obtaining the organization's participants in the source selection evaluation boards for technical, past performance and cost/price evaluations upon request.

11. Prepares, coordinates, and presents briefings on DDC's strategic direction to audiences at all levels within DOD.

## STRATEGIC PLANNING DIVISION (DDC-BC)

### FUNCTIONS:

1. Serves as the primary focal point on supply chain integration issues.
2. Establishes the DDC as the "one-stop shop" to provide advice and assistance related to distribution policy, planning, and operations to DOD supply chain customers, managers, and operators. Develops operational and IT concepts to improve DOD supply chain management.
3. Develops and recommends strategy formulation. Forecasts future customer short and long term requirements, compares them with DDC's current ability to meet the requirements and develops recommendations for closing any gaps.
4. Takes necessary actions to ensure that DDC's plans support and align with the plans of higher headquarters and integrates with the plans of its supply chain partners.
5. Serves a subject matter expert (SME) to define requirements for supplies and services that need to be acquired through the procurement process. The SME will work with the Acquisition Management Group of J-7 in the development, who provides customer acquisition planning support for the development of the Plan of Action and Milestones (POAM); the Independent Government Cost Estimate (IGCE); the Source Selection Plan (SSP); the Acquisition Plan; the Performance Work Statement (PWS) or Statement of Work (SOW) and associated Technical Exhibits; the Pre-Proposal Conference agenda and itinerary; conducting Market Research and the coordination of post award modification requirements. The requiring activity is also responsible for obtaining the organization's participants in the source selection evaluation boards for technical, past performance and cost/price evaluations upon request.
6. Directs DDC strategic planning, programming, marketing, and execution of the long-range distribution programs to assure the DDC organizational capability to meet changing missions and evolving environments.
7. Develops and maintains the DDC Balanced Scorecard and prepares and coordinates quarterly updates for higher headquarters review.
8. Establishes and carries out a strategic planning process that integrates defense distribution requirements. Identifies the need for major organizational improvements, develops the requisite plans, and directs implementing actions.
9. Ensures that DLA/DDC distribution policies, programs and capabilities are widely known and leveraged throughout the DOD supply chain.
10. Prepares, coordinates, and presents briefings on DDC's strategic direction to audiences at all levels within DOD.

11. Responsible for EOAB/General Order Coordination
12. Responsible for NSPS implementation.

#### FUNCTIONS – TRAINING:

Formulates and prepares budget projections for new recruitments, monitors and tracks all expenditures, develops recruitment strategies, provides management with recruitment advice, proposes alternative intern programs. Mentors and coaches new interns.

#### DES NEW CUMBERLAND (DDC-E)

##### MISSION:

1. Is the senior adviser to the DDC Commander, staff and Distribution Center Commanders for environmental protection, safety and occupational health, equipment management, facilities engineering, industrial engineering and public safety management relating to the CONUS and OCONUS distribution centers.
2. Manages and administers the DDC environmental protection program. Also manages the Safety and Occupational Health Program, integrating safety and health values throughout DDC that will ultimately result in the elimination of accidents, injuries, and work related illnesses.
3. Provides executive program management and staff advisory services in directing the accomplishment of responsibilities for administering the DDC security program. Provides executive oversight for conduct and documentation of training mandated by DOD/DLA regulations relative to programs assigned to the organization.
4. Provides input to the Management Control Plan as needed to monitor internal control initiatives and other strategic programs. Reports to the DDC Chief of Staff.

#### ENVIRONMENTAL, SAFETY AND OCCUPATIONAL HEALTH DIVISION (DDC-EE)

##### FUNCTIONS:

1. Develops and coordinates implementation of the environmental protection Safety and Occupational Health Program at activities assigned to the Defense Distribution Center.
2. Provides executive management of environmental protection principles, concepts, practices, methods and techniques, in accordance with Federal/state laws and Defense Logistics Agency (DLA) regulations in an effort to achieve and/or maintain full compliance throughout the DDC.
3. Manages a restoration program that will accomplish the mandates identified under the Comprehensive Environmental Restoration, Compensation and Liability Act (CERCLA) and the Superfund Amendment and Reauthorization Act (SARA).
4. Manages, interprets, and integrates programs directed by Federal, state, and local agencies concerning control of environmental pollution.

5. Manages a pollution abatement program which includes: air, water, noise, hazardous waste, and natural resources to ensure that DDC prevents future potential environmental threats.
6. Coordinates environmental planning, development of environmental documentation, and conservation.
7. Provides technical expertise for the control of hazardous substances and the generation, treatment, storage and disposal of hazardous waste. Directs and oversees training programs for handling, transportation, storage, and disposal of hazardous material and hazardous waste. Monitors and reviews records maintained by operational elements involved with hazardous waste.
8. Oversees the development of hazardous waste control systems including sampling and laboratory services. Conducts study to assess facility impact resulting from the storage, handling, and disposal of hazardous waste.
9. Ensures that adequate oil and hazardous substance spill contingency prevention, control, and countermeasure programs are in place.
10. Implements the Asbestos, Polychlorinated Biphenyls (PCB), Lead, Radon Survey and Abatement Programs.
11. Develops and negotiates specifications, work scopes, work plans, and contract support for environmental projects in support of all functions of the environmental program.
12. Conducts surveys to identify environmental impacts and hazards to the work force and environment.
13. Interacts with host activity to provide full environmental support to remote distribution centers.
14. Provides community and Regulatory Agency Partnering relating to the DDC Environmental Programs.
15. Develops and maintains Emergency Planning and Community Right-to-Know Program (EPCRA).
16. Manages all environmental actions in accordance with the National Environmental Policy Act (NEPA) including development of all required documentation.
17. Develops and implements an internal and external environmental auditing program.
18. Serves as the Environmental Management Representative (ERM) in establishing, implementing and maintaining an Environmental Management System (EMS) that is conducive with DOD and DLA policy and encompasses all DDC business areas.
19. Identifies documents and pursues alternatives in reducing environmental liabilities throughout the DDC.
20. Develops and submits budget requirements to fulfill environmental objectives.
21. Establishes policies and initiates long-term goals and strategies to improve safety and health of DDC personnel, eliminate mishaps, and reduce production time lost to illness and injury. Provides for coordination of regulatory compliance issues between DLA and DDC activities and the Bureau of Labor, Occupational Safety and Health Administration, and the Military Services. Develops and advances safety and health promotion and wellness programs.
22. Manages the DDC Radiological Health Program to include development of policies, instructions, and procedures. Advises the DDC and Center Commanders and Radiation Safety Committee on matters of radiological safety and regulatory compliance. Provides

liaison between the DDC and Nuclear Regulatory Commission, DLA, Military Services and contractor operations on all issues dealing with radiation safety and health physics.

23. Performs periodic assessments of safety performance and radiological operations engaging DDC activities to include contractor operations in support of the warfighter. Conducts assistance visits to DDC activities to ensure compliance with safety and health standards; reviews facilities and operations to identify conditions affecting the safety and well being of DDC personnel; develops initiatives and procedures to improve safety and health trends; and provides technical assistance as needed. Analyzes safety related data and documentation to identify significant trends and circumstances involving worker safety and well-being.
24. Provides technical advice and safety engineering guidance to include hazard analyses and evaluation of operations. Advances partnerships with other DLA Enterprise Support activities for the enhancement of worker safety and to promote a safe work environment for employees. Establishes and maintains contacts with Safety and Health counterparts from private warehousing and transportation corporations to share and understand industry safety standards applicable to DDC activities.
25. Designs and recommends actions to improve safety and health conditions, and to effectively implement safety promotional campaigns to reduce lost time mishaps and lost production due to work related injury and illness. Sponsors interest, awareness, and education in safety and health enhancement through literature, events, instruction, and information provided to DDC personnel.

## INSTALLATION MANAGEMENT DIVISION (DDC-EI)

### FUNCTIONS - INDUSTRIAL ENGINEERING:

1. Develops and submits the distribution 5-Year Non-ADP Capital Equipment Plan. Manages and coordinates Capital projects to ensure compatibility with the 5-Year Non-ADP Capital Equipment Plan.
2. Develops mechanization and modernization innovations for distribution systems. Prepares specifications and bid evaluation criteria, and monitors all DDC Distribution modernization and mechanization projects from origin through requisition, installation, and implementation.
3. Conducts original cost analysis and/or benefit analysis on the application of mechanized systems to DCC Distribution operations, and assists in developing and coordinating requirements for mechanized materials handling equipment, storage systems, etc.
4. Analyzes and makes recommendations regarding the feasibility and application of system design and the development of projects for distribution. Performs evaluation of projects to verify design performance.
5. Identifies and documents required material handling equipment hardware and/or software design changes and/or modifications to higher level AIS and/or control systems.
6. Assists in implementing software programs to enhance mechanized automated systems and provides support to distribution centers during implementation of higher level Automated Information Systems (AIS) and/or control systems.
7. Reviews major equipment purchases requested by distribution centers.

8. Serves as focal point for the coordination and implementation of distribution modernization studies and projects.
9. Conducts periodic analysis of existing automated material handling systems and associated AIS to verify efficient performance.
10. Conducts site assistance visits as needed to assist distribution centers with problems associated with material flow and/or equipment systems.

#### FUNCTIONS – FACILITIES ENGINEERING:

1. Provides executive management of the DDC Sustainment, Restoration, and Modernization (SRM), Military Construction (MILCON) and Master Planning functions. Monitors SRM fund availability, obligation rates, and fund balances. Provides monthly/periodic SRM status reports to DLA and serves as technical expert in recommending overall DDC SRM policy.
2. Develops and oversees the DDC MILCON Program.
3. Identifies and develops maintenance, repair, improvements, and new construction requirements.
4. Manages engineering studies, project designs and services. Plans, coordinates, and prioritizes facilities projects.
5. Requests and coordinates installation support services to accomplish mission goals.
6. Assists in budget preparation for facilities programs, projects, design and other engineering support services.
7. Develops installation plans and consolidated DDC master plan documents, including 5-year plans and long-range development plans. Develops the facilities portion of the activity modernization plan. Develops plans for facilities realignment and re-stationing actions. Performs facility studies, economic analyses, siting approval and environmental depot characterization studies as required to support facility projects in the master plan process.
8. Oversees DCC space utilization. Monitors all requests for change of use of real property facilities to include leases, etc.
9. Coordinates and/or interfaces with host installation or engineering officer and/or Corps of Engineers or Naval Facilities Engineering Command for planning, design and construction of projects.
10. Prepares statements of work and obtains A/E services through the supporting Corps of Engineers or Naval Facilities Engineering Command offices.
11. Conducts technical and functional review of A/E prepared studies, project plans, and specifications. Recommends approval of designs and payments to the A/E.
12. Prepares architectural/engineering designs, technical specifications, and cost estimates for maintenance, repair and construction contracts.
13. Obtains Architectural/Engineering (A/E) Title I (Planning and Design) and Title II (Inspection) services through the supporting US Army Corps of Engineers District Office.
14. Oversees DCC Energy Management Program.
15. Maintains a technical library consisting of current design standards and requirements.



## FUNCTIONS – EQUIPMENT MANAGEMENT:

1. Develops long and short range candidates for equipment replacement in current fiscal and 5-year plans relative to equipment investment, utilization and redistribution.
2. Develops and conducts cost analysis and/or benefit analysis to support equipment investment requirements.
3. Develops and submits budget requirements for capital and non-capital equipment programs, equipment lease and maintenance contracts, and contractual service requirements. Provides technical advice on allocation of approved funding considering current and planned workload levels, business management initiatives, equipment utilization, and overall equipment operational costs.
4. Develops and prepares technical specifications and requirements for equipment ordering contracts.
5. Develops and provides management of the DDC Non-Capital Equipment Program.
6. Provides project management and oversight of DDC Counter Terrorism projects.
7. Oversees and maintains operational, statistical, and historical equipment records for all equipment within the DDC through the use of the Equipment Management and Control System (EMACS).
8. Serves as advisor and reviews testing for technical and functionality changes, upgrades and development of EMACS.
9. Monitors the use of operating equipment, evaluates and recommends adjustments to customer equipment allocations.
10. Serves as the office of review for all vehicle and equipment leases for both long and short term customer use.
11. Consolidates data to support all vehicle and equipment lease, operation, and maintenance commodity rate structures and estimated quantities.
12. Serves as technical advisor on all matters related to the management and execution of DDC equipment programs.
13. Develops DDC procedures and guidance relative to equipment and maintenance management.
14. Conducts staff studies and cost analyses to identify and assess impact of procedural/organizational changes and/or new/realigned workload on equipment availability, utilization, and maintenance.
15. Develops procurement specifications for equipment acquisition, conducts market survey, and evaluates bid submittals for acceptability.
16. Performs project management responsibilities to ensure facility, safety, security, environmental, and maintenance management aspects are taken into consideration during equipment planning, acquisition, and installation phases.
17. Evaluates and provides technical responses to maintenance provider proposals.
18. Oversees and serves as focal point for lease of General Services Administration (GSA) vehicles.
19. Coordinates equipment related issues associated with A-76, BRAC, Partnering, and Consolidation issues.

20. Provides technical advice on equipment modification recommendations, maintenance requirements, and overhaul/rebuild requirements.

## PUBLIC SAFETY DIVISION (DDC-ES)

### FUNCTIONS:

1. Manages the Physical Security Program for DDC HQ and all Distribution Center locations. Fields policy and regulatory questions from command staff and depot commanders and personnel. Conducts periodic reviews/inspections at DDC HQ and Distribution Center locations.
2. Manages the DDC Personnel Security Program. Develops safeguards which verify and approve an employee's eligibility for assignment to a sensitive position and eligibility to be granted access to classified information. Manages continuous evaluation program for DDC.
3. Manages the Intelligence/Counterintelligence Program for the DDC. Reviews and distributes intelligence information to assist in the protection of DDC resources and assets.
4. Manages the DDC Information Security Program. Ensures all DDC activities provide proper and effective classification, protection and control of classified information and material requiring protection in the interest of national security.
5. Provides oversight for the Criminal Investigations Program for DDC activities.
6. Manages the Antiterrorism Program for the DDC. Oversees analyzing the compound probability of DDC activities becoming a target of a terrorist attack and whether or not assigned responsibilities can be fulfilled as required if a terrorist attack were to occur. Conducts Vulnerability Assessments (Vas) to assist the DDC Commander in determining appropriate antiterrorism measures to implement. Manages the DDC Combating Terrorism Projects Program.
7. Manages the DDC Security training program. Ensures all DDC activities receive mandated security training, i.e., OPSEC, Security Education and Awareness, Information, and Anti-terrorism.

## DIRECTORATE OF RESERVE FORCES (DDC-J)

### MISSION:

1. Principal advisor to the DDC Commander for deployable distribution center, Emergency Essential, Reserve/Mobilization and Plans and Readiness component support to the DDC and the distribution centers commanders.
2. Deploy the distribution center with personnel and related equipment to CONUS and OCONUS location in support of natural or man made disasters or Combatant Commanders OPLAN requirements. Requirements are driven by the plans developed within the Logistics Operations, Distribution Operation Center.

3. Maintain a scalable and modular distribution capability that is prepared to respond to natural disasters within the Continental United States and Combatant Commander Contingencies and deliberate planning requirements worldwide. Provide program management oversight for the transition phase of the Node Management and Deployable Depot (NoMaDD) Advanced Concept Technology Demonstration (ACTD).
4. Provide DDC with a trained pool of employees who are world wide deployable and have received all the required training, security clearances, drug testing, medical evaluations, vaccinations, and passports in preparation of immediate deployment upon notification of a required mission.
5. Principal advisor to the DDC and Distribution Center Commanders concerning reserve component and mobilization to support for contingency operations and peace requirements. Requirements are driven by the plans developed within the Logistics Operations, Distribution Operation Center.
6. Performs advisory, analytical, strategic planning, monitoring and project management responsibilities on Reserve forces programs and initiatives. It further works to foster operational relationships among internal and external stakeholders. Coordinates, develops, and maintains logistical, contingency, and training plans for the effective operation and successful execution of missions assigned to the Directorate.
7. Provides input to the Management Control Plan as needed to monitor internal control initiatives and other strategic programs.
8. Reports to the DDC Chief of Staff.

#### FUNCTIONS - DEPLOYABLE DISTRIBUTION CENTER:

1. Provides program oversight to ensure deployment readiness of the Deployable Distribution Center.
2. Develops training plans to ensure personnel readiness for potential DDXX missions.
3. Maintain organic capability to input and monitor all personnel actions for all assigned personnel.
4. Reviews personnel medical readiness to ensure deployment status of designated personnel.
5. Monitor and maintain maintenance status of all DDXX-owned equipment designated for CONUS and OCONUS missions.
6. Develops and submits DDXX budget requirements for POM/PBR processes.
7. Participates in Combatant Command deliberate planning conferences to ensure DDXX capabilities are known and properly employed within overall logistics support plans.
8. Develops and maintains the organic capability to enter Time-Phased Force Deployment Data (TPFDD) into the Joint Operation Planning and Execution System (JOPES).
9. Develops and maintains the organic capability to prepare equipment and material for air and surface shipment and enter information into the proper load planning systems.
10. Develops and submits acquisition packages for DDXX equipment and material requirements.
11. When deployed, establishes and operates a wholesale inventory distribution center with and simultaneously operates a Theater Consolidation and Shipping Point (TCSP).
12. Maintains the capability to provide asset visibility data for supported customers.

13. Prepares, coordinates, and presents briefings on DDXX strategic direction to audiences at all levels within DOD.
14. Participates in forums within government and private industry that address expeditionary logistical capabilities and concepts.
15. Explores and develops additional expeditionary distribution capabilities for the DDC.
16. Provides program management oversight as the Transition Manager for the NoMaDD ACTD until transition is complete.

#### FUNCTIONS - EMERGENCY ESSENTIAL:

1. Continually recruits and markets DDC civilians for the Emergency Essential program.
2. Coordinates daily the plans for successful deployments of personnel.
3. Develops individual training plans for EE personnel tailoring the plans to support the current missions.
4. Develops and updates policy and procedure governing this program.
5. Creates and maintains guidance on deploying personnel.
6. Develop and provide routine seminars for overall knowledge base of program requirements.
7. Serves as the primary POC for family readiness, travel claims, training, credit cards, passwords and passports for EE personnel.
8. Initiates and coordinates awards, performance feedback evaluations on all civilian deployed personnel.
9. Develops and maintain recall rosters.
10. Maintains files and records on all EE personnel.
11. Prepare briefings.
12. Maintain history files on all EE personnel who deploy.
13. Collect and analyze deployment requirements received from HQ DLA.
14. Participates in all Joint Provider Conferences.
15. Provides input to higher HQ on policy and procedure for corporate guidance pertaining to Emergency Essential
16. Reports EE participation goals to HQ DLA.
17. Support deploying personnel in the pre-deployment, deployment, and post-deployment phases.
18. Coordinates with depot commander's requirements and the actual execution of the mission.
19. Coordinates with depot POC's and home supervisor keeping them informed on program issues and civilian status.
20. Works directly with DLA HQ / Joint Logistics Operation Center (JLOC) on all deployment / mission requirements.

#### FUNCTIONS - RESERVE /MOBILIZATION:

1. Provides support and assistance in response to emergency and contingency requirements for the distribution centers or other Directorate requests for support. Coordinates and plans for

the successful deployment of personnel for various missions.

2. Oversees and manages the Civilian Emergency Essential Program, maintaining qualified position and personnel lists.
3. Maintains processes to guide, direct, and prepare civilians for contingency mission support. Develops deployment handbooks, "EE" Guides that assist employees with deployment processes. Develops tailored training requirements which allow deploying personnel to meet various challenges while deployed.
4. Supports deploying personnel in the pre-deployment, deployment, and post-deployment phases. Serves as their primary point of contact for family readiness, financial, health, training, credit cards, passwords, passports, etc.
5. Oversees and manages the organic Reserve Units assigned to the DDC. Reviews annual Reserve billet requirements and updates all Reserve position descriptions. Coordinates directly with Reserve Commanders on mission requirements. Coordinates Distribution Center Commanders' requirements and works directly with Depot Reserve Coordinators on mission support requirements.
6. Recruits and markets civilians, organic and non-organic Reserve Components for mission support. Works directly with DLA J-9 concerning orders for Reserve support. Works with the Reserve Joint Team Lead (JTL) on daily administrative support requirements.
7. Develops and directs long range AT, and IDT plans for Reserve Units/components, and develops and incorporates training requirements for Organic Reserves.
8. Coordinates all awards and performance evaluations for Reserve personnel.
9. Develops and maintains recall rosters and assignment data.
10. Coordinates any Active Duty Special Work (ADSW).
11. Works the zero based review (ZBR).
12. Prepares DDC internal staff reports depicting current mobilization data.
13. Participates in all Joint Reserve Force sponsored activities.
14. Serves a subject matter expert (SME) to define requirements for supplies and services that need to be acquired through the procurement process. The SME will work with the Acquisition Management Group of J-7 in the development, who provides customer acquisition planning support for the development of the Plan of Action and Milestones (POAM); the Independent Government Cost Estimate (IGCE); the Source Selection Plan (SSP); the Acquisition Plan; the Performance Work Statement (PWS) or Statement of Work (SOW) and associated Technical Exhibits; the Pre-Proposal Conference agenda and itinerary; conducting Market Research and the coordination of post award modification requirements. The requiring activity is also responsible for obtaining the organization's participants in the source selection evaluation boards for technical, past performance and cost/price evaluations upon request.
15. Formulates and prepares budget projections for new recruitments, monitors and tracks all expenditures, develops recruitment strategies, provides management with recruitment advice, proposes alternative intern programs. Mentors and coaches new interns.

## FUNCTIONS – PLANS & READINESS:

1. Maximizes effective working relationships among J-9 components. Ensures that missions, functions and requirements are carefully prioritized and managed to create synergies throughout the Directorate.
2. Serves as the primary focal point for project management and the development of new programs and initiatives.
3. Provides guidance and assistance in the development of J-9 strategic goals and objectives, and maintains superior knowledge of functional areas to develop effective plans.
4. Integrates workload data with performance factors for decision-making purposes. Prepares performance analysis for the monthly/quarterly reports.
5. Responsible for the policy, procedure, review, and administration of the Readiness Program;
  - a. Develops Individual Development Plans (IDPs) for personnel assigned to J-9 components.
  - b. Develops, provides, or coordinates standard/tailored training for personnel assigned to J-9 components, which may include training about DLA and DDC organizations, pre-deployment training, distribution/supply operations, supply systems, and contingency operations among others.
  - c. Develops, proposes and tracks budgetary requests for specific training.
  - d. Creates efficiencies by categorizing and prioritizing personnel for training based on mission requirements.
  - e. Forecasts training requirements based on personnel cycles and future mission requirements.
  - f. Coordinates with training organizations to leverage existing educational resources.
  - g. Responsible for coordinating procurement, storage, and distribution of training material.
  - h. Responsible for training equipment and classroom.
6. Responsible for policy, procedures, review, oversight and administration of the Accountable Property Program for the Deployable Distribution Center.
7. Monitors key programs and suspense's that cross all functional areas of the directorate. Addresses key issues that cross DDC functional areas.
8. Conducts special studies, surveys, research, review and analysis, and development of Concept of Operations, Standard Operating Procedures, and Strategic Plans for the Directorate.
9. Develops fiscal program strategies, plans, and resource requirements for J-9 functional areas. Analyzes inputs from program staff and provides recommendations on these strategies and requirements to the J-9 leadership.
10. Performs as Program Manager and Contracting Officer's Representative for J-9 contracts. Plans and executes the optimal allocation of resources to meet stewardship needs.
11. Responsible for the development, maintenance and integration of Lessons Learned Program.
12. Prepares, coordinates and presents briefings on J-9 to audiences at all levels.

13. Responsible for the development, coordination, execution and alignment of the Directorate's business and marketing plan with DOD, DLA, and DDC overall objectives.
14. Develops and maintains working relationships across DDC components.

## DIRECTORATE OF DISTRIBUTION SUPPORT (DDC-M)

### MISSION:

1. Provides technical advice to the Commander, staff and Distribution Center Commanders on distribution regulations, both Military and other regulatory authority, and for valid application of commercial best practices. Collaborates and coordinates with applicable DLA HQ elements on assigned functions.
2. Supports physical operations through the management of policy, procedures, training and automated systems requirements for all aspects of DOD Distribution, to include receiving, storage, care of material, packaging/packing, shipping, inventory management and reimbursable functions.
3. Administers the DOD transportation and traffic management programs for the Distribution.
4. Provides technical advice to the Commander, staff and Distribution Center Commanders on distribution regulations, both Military and other regulatory authority, and for valid application of commercial best practices.
5. Provides the interface with DOD, DLA, the Services and TRANSCOM to ensure policy and intent of mission requirements are adequately addressed, documented and incorporated into DDC programs. Additionally, the division ensures that the policies are adhered to, procedures documented and incorporated into the distribution training for compliance.
6. By establishing centralized mission processes, this enables the Distribution Center Commanders to perform decentralized distribution execution in support of their customers.
7. Provides support cells that centralize certain functions (i.e., global table management) thereby reducing resource impact to the distribution centers while maintaining control over data integrity.
8. Administers traffic management programs, provides transportation policy and direction to distribution center transportation agents.
9. Reports to DDC Chief of Staff

## ASSET ACCOUNTABILITY DIVISION (DDC-MA)

### FUNCTIONS:

1. Serves on Joint Service Working Groups such as Shelf-Life, Packaging, and other groups for all issues, concerns, and new programs relative to the proper processing and handling of materials while in storage or in a transshipment status.
1. Monitors distribution center operations to ensure compliance with licensing, policy and procedures relative to Care of Materials in Storage, Stock Readiness, Hazardous packing, and

certification, and Shelf-Life management to include Cold Chain Management. Ensures all distribution centers are properly licensed as required for type of materials handled and works with appropriate agencies as needed to resolve concerns.

2. Schedules and conducts periodic surveillance reviews of Depot packaging hazardous materiel operations in receiving, storage and at time of shipment. Evaluates the effectiveness of those packaging operations with emphasis on hazardous materiel. Directs changes to improve operational effectiveness and compliance with governing regulations.
3. Coordinates proper materiel movement documentation to include shipment labels, Materiel Safety Data Sheet handling and information management, hazardous certifications and customs declarations, and establishes process for quality control.
4. Manages the DOD Performance Oriented Packaging Program. Coordinates for packaging protocol testing, maintains the DOD Data Base on approved packaging protocols, and provides DOD-wide training on how to use both the web based system and the stand-alone Windows based version for access to proper packaging protocols. Coordinates for improved training materials and POP systems management development. Utilizes Interactive Video Tele-training (NT), Computer Base Training (CBT) and live classroom instruction.
5. Provides technical direction, advice, and policy guidance to DDC elements on packaging management including the functions of preservation, packing, crating, packaging protocol, marking, unitization, and pallet.
6. Provides input on the use of new packaging and excess packaging materials, containers, and processes to increase work productivity.
7. Provides advice on applicability of regulations governing the receipt, storage, waste disposal, and preparation for shipment of hazardous mission stock materiel. Includes packing, marking, labeling and certification requirements.
8. Develops and implements DDC packaging and hazardous materiel Standard Operating Procedures to include documentation for Foreign Military Sales. Recommends DSS changes that will enhance materiel processing, control of data information used to properly conduct surveillance, package and segregate for asset protection, document and pack for shipment, and report to higher authority based on licenses and environmental requirements.
9. Serves as Subject Matter Expert for coordinating system interfaces for effective materiel management based on item characteristics for environmental, efficiency and effectiveness purposes, such as with DSCR for Distribution Standard System interfaces with Hazardous Materials Information Resource System (HMIRS) and the Environmental Logistics Reporting System (ERLS).
10. Accomplishes DDC planning and coordination of projects which concern or affect improved handling, management, and information availability for hazardous or controlled items to include new technology research for tracking and/or reporting of information.
11. Serves as the Contracting Officers Technical Representative (COTR) and COR for the Audit Program contract in support of the Solid Wood Packaging Management.
12. Manages the DLA Global Weight and Cube Program. Maintains the Distribution Standard System Global Weight and Cube Data Base and provides standardized training and guidance on proper materiel measurement techniques. Researches challenges to measured values. Manages and coordinates workload actions for additional measurements with the distribution centers.



13. Coordinates with Item Managers and Defense Logistics Information Service (DLIS) on issues concerning proper item data cataloging element maintenance and identification of ownership of assets. Coordinates for mass logistical transfers of ownership such as the Navy Wholesale Cog Migration and change of ownership from individual DLA Managers to the universal DLA under Business Systems Modernization.
14. Maintains the DSS Global Item Data Location Files used by all DSS copies as the Master Item Data catalog data element source.
15. Maintains DSS Freight data and addressing files for all Distribution Centers
16. Interprets DLA and DOD inventory policy. Participates on the MILS TRAP Joint Physical Inventory Working Group (JPIWG). Ensures maximum standardization and efficiency of inventory organizations within the DDC and coordinates with the distribution centers' Accountable Officers to make recommendations. Develops proposals and Plans of Action and Milestones for process improvement.
17. Monitors distribution center inventory performance indicators. Monitors and analyzes Distribution Center monthly, quarterly and semi-annual statistical reports required by DLA and the Services on location survey completion and accuracy, trends on cancelled and on time inventories, Error Classification Code trends and analysis on adjustment reasons, denial rates and allowed time frames for research, raw adjustments, Absolute Adjustment Rate and Inventory Control Effectiveness Report, and the semi-annual statistical sample inventory for performance.
18. Reviews and analyzes causative research results from each of the distribution centers. Makes recommendations for additional research and corrective action.
19. Develops and maintains comprehensive inventory training to include technical, operational and policy aspects of the program. Provides in depth training on causative research, denial research, location survey processes, physical inventory workload management, performance analysis and proper documentation of Adjustment Vouchers and Financial Liability Investigation of Property Loss, DD Form 200.
20. Hosts periodic distribution center inventory workshops and meetings.
21. Manages DDC inventory programs for mandatory annual and semi-annual inventories for controlled and pilferable items, semi annual performance and annual financial sample. Controls workload releases and tracks for completion and accuracy. Monitors physical inventory process and quality controls.
22. Maintains DSS Parameter Tables that affect system inventories and physical inventory timeframes to prohibit cancellations.
23. Serves as POC for systems changes and improvements in the control of all transactions that impact the accountable record and audit trail of the item, condition, item specific data elements such as date of pack and serial number, and the physical location of storage.
24. Monitors, documents the status of the program and performance, and serves as the independent review of inventory transition from one operating agency to another through mission/function transfer and the commercial activities transition to another performing activity.
25. Serves as Contract Officer Technical Representative and COR for third party contracts in support of physical inventory, studies on commercial best practices and performance and execution of approved plans for improvement.

26. Serves as DDC focal point for the receipt and processing of customer complaints. Prepares data reports for the DDC and provides reports to operational managers on the effectiveness of their operations. Uses trend analysis to identify areas where corrective actions may be warranted. Assists managers by recommending areas for improvement. Compiles and reports DDC costs of nonconformance evidenced by customer complaints.
27. Monitors the Navy Stock in Transit Supply Discrepancy Report (SITSDR) program.
28. Audits the DSS and MIS records to validate that systems logic is recording transactions and developing statistics in accordance with MILSTRAP.
29. Serves as DDC focal point for Inert Certification training, and maintenance of the DSS Receipt. Maintains Alert Files by National Stock Number for visibility of the requirement. Establishes DDC distribution center specific procedures and provides training on visual inspection and certification documentation preparation at time of receipt and issue to disposal.
30. Prepares general procedures for missions and functions as required for continuity and standardization. Prepares statistical and graphic reports on progress and compliance.
31. Serves as DDC Logistics Operations Directorate POC for audits, coordinating appropriate technical skills support as required. Serves as central POC for auditors' requests for systems logic documentation and reports.
32. Oversees and manages the Chief Financial Officer and OMB A123 requirements.
33. Serves as lead and/or participates on team's special projects as required. Accomplishes DDC planning and coordination of projects which concern or affect distribution support to DLA and/or DDC customers. Accomplishes a Plan of Action that encompasses both long and short-range projects. Projects include implementation and coordination of new operating procedures and systems, and coordination of operational changes affecting distribution support to DLA/DDC customers.
34. Conducts studies in areas of special interest and develops alternative solutions for supply or performance improvement of the DDC's Distribution operations. Studies include analysis of operational problems and encompass the identification of workflow, storage space, and operational or procedural deficiencies that prevent or hamper efficient and effective customer support. Develops and ensures implementation of recommended process improvements.
35. Participates in operational reviews of processes, physical layouts, mechanized materiel handling equipment and automated data systems, and provides recommendation for changes utilizing current and upcoming technology. Reviews industry applications of technology for consideration and incorporation into current operational processes for efficiency improvements.
36. Provides end-user assistance in DSS functional issues.
37. Provides representation on committees and study groups for DSS improvement.
38. Serves as the Records Manager to ensure compliance with the laws, rules and regulations as it relates to creation and retention of agency records, in all media.
39. Serves a subject matter expert (SME) to define itinerary; conducting Market Research and the coordination of post award modification requirements. The requiring activity is also responsible for obtaining the organization's participants in the source selection evaluation boards for technical, past performance and cost/price evaluations upon request.

## FUNCTIONS – TRAINING:

Formulates and prepares budget projections for new recruitments, monitors and tracks all expenditures, develops recruitment strategies, provides management with recruitment advice, proposes alternative intern programs. Mentors and coaches new interns.

## MISSION PROCESS COMPLIANCE DIVISION (DDC-MC)

### FUNCTIONS:

1. Provides strategic direction for end-to-end distribution management and solutions to include processes and procedures support, first and second destination traffic management.
2. Handles all coordination, recommending contract language and changes to language, and planning for first and second destination transportation. w/USTC.
3. Interprets, clarifies and provides guidance on DOD and DLA transportation policy and regulations. Implements DDC-wide transportation policies, systems, and programs.
4. Accomplishes DDC planning and coordination of projects which concern or affect distribution support to DLA and DDC customers. Accomplishes Plans of Action that encompass both long and short-range projects. Projects include implementation and coordination of new operating procedures and systems, and coordination of operational changes affecting distribution and transportation support to DLA/DDC customers.
5. Conducts regularly scheduled visits in coordination with DLA HQs, LNOs and internal to DDC and the distribution centers in response to directorate requirements or for Distribution Center Commanders.
6. Coordinates and plans for the most effective mode of transportation use throughout the DDC and that all modes are meeting the customer's expectations through use of specific Service programs, the use of time definite delivery/dedicated trucks, WWX, and other methods.
7. Develops, reviews, and analyzes transportation costs, carrier services, traffic patterns, tonnage distribution, and performance data. Provides assistance to field units by locating lost, late, or misdirected shipments. Resolves discrepant shipments and arranges for reshipments as required.
8. Maintains systems tables in DSS, DPMS and Manugistics. Tables include rate tables, address files, WWX, Small Parcel Rate Tables, Shipper Preference Tables, transportation commodity data for FLIS updates and Powertrack certification for distribution centers, other than the Strategic Distribution Platforms.
9. Exercises responsibility for the development of both current and projected functional systems requirements and policy concepts, objectives, and general requirements and ensures their integration with the EBS software suite including any COTS (Commercial off-the shelf software.)

10. Conducts technical assistance and operational assessment reviews for distribution centers to improve and evaluate operational effectiveness and performance.
11. Administers the Tailored Transportation Contract Program ensuring carrier performance and cost effectiveness.
12. Supports and is involved in the contracting and implementation of the Defense Transportation Contract Initiative (DTCI) with TRANSCOM and DLA.
13. Interprets, clarifies, and provides guidance on policy in the following functional areas: Defense Transportation Regulations, Air Line of Communications/Direct Support System, Consolidation and Containerization Points (CCP), Electronic Data Interchange (EDI), Passenger Travel, household goods surface and air TCMD, Transportation Facility Guide (TFG), transportation funding and appropriation issues and velocity management issues.
14. Provides direction to distribution centers on the transportation of hazardous materiel.
15. Special logistics operations and plan implementation. Supports contingency operations by providing mission essential personnel and staffing.
16. Performs transportation Management Control Plan audit. Conducts transportation studies to enhance operational efficiencies and performs functional review of transportation system changes.
17. Supports exercises and planning events with transportation logistical knowledge and expertise to ensure the flow of sustainment materiel during various phases of the exercise or operation. Manages and executes special logistics projects and exercises with USSOUTHCOM, USSOCOM, USPACOM, USEUCOM, USTRANSCOM and CENTCOM by manning 24 hour operations cells, and handling materiel loss claims.
18. Coordinates with CENTCOM/Combined Forces Land Component Command (CFLCC) on the CCP Route Plans. Also coordinates with EUCOM AND PACOM to ensure the route plans meet the requirements of the customer.
19. Acts as DDC Foreign Military Sales (FMS) subject matter expert and provides support by coordinating special mission requests such as NTO peacekeeping operations and presidential draw-downs. Conducts freight forwarder visitations to ensure they are meeting the requirements of DLA, the DDC and the Security Assistance Program.
20. Determines both current and projected functional requirements and ensures their integration into existing or future increments of BSM systems. This is accomplished by the representation of DDC on various integrated process teams and other forums, including but not limited to: Distribution, stock positioning, transportation, demand and supply planning, network optimization, kitting, knowledge transfer and training, change management, IT, and finance.
21. Participates in discussions, resolves issues relating to the United States Customs policies and procedures and provides implementation guidance to the distribution centers and DLA-J6U.
22. Supports the implementation of the Second Destination Real-Time DSS Increment that will integrate DPMS and the COTS component, into the DDC distribution centers' daily business operations.
23. Using DSS historical data and DPMS, evaluates opportunities to reduce transportation costs while increasing operational efficiencies.
24. Serves as the DDC Transportation Officer, responsible to certify all required transportation documentation.

25. Interprets, clarifies, and provides guidance on policy in the following functional areas: transportation discrepancy reporting, technological enhancements, Bills of Lading, Direct Vendor Delivery, Legacy Systems, air offers through the Air Clearance Authority, Medical Express, Foreign Military Sales, Astray Freight Program, Automated Manifesting/Optical Memory Cards, Radio Frequency RFID Tags, Project Codes, Civil Agency Shipments, and MILSTAMP issues.
26. Handles all special planning and procedural guidance pertaining to the delivery of materiel for all the distribution centers. This includes shipment coordination and special planning for contingencies and exercises, conducting site visits and planning tailored services to support customer needs, Foreign Military Shipments and management of all air and surface transportation contracts.
27. Serves a subject matter expert (SME) to define itinerary; conducting Market Research and the coordination of post award modification requirements. The requiring activity is also responsible for obtaining the organization's participants in the source selection evaluation boards for technical, past performance and cost/price evaluations upon request.
28. Coordinates and hosts monthly Working Groups with Owners/Managers to discuss concerns on proper processing of receipts and issues that impact the accountable record, adjustments, cataloging, and other concerns.
29. Provides DDC training as required in Receiving and Warehousing processes and operations, providing guidance on how the DSS logic controls and tracks customer contracts, requisitions and any associated discrepancy and outlining the overall higher authority regulation, policy application in DSS.
30. Serves as DDC focal point for Defense Reutilization and Marketing Services for materials being disposed and for the Recycle Control Program. Monitors maintenance of DSS Parameter Tables that control Disposal Release Order process flows for RCP eligibility and for control of documentation required for the demilitarization documentation and funding processes. Serves as POC on the DDC/DRMS working group to resolve concerns with control and movement of materials to appropriate DRMO, Demilitarization Center or RCP commercial venture and coordinates to resolve concerns with billings and enterprise transportation improvement solutions.
31. Prepares general procedures for missions and functions as required for continuity and standardization. Prepares statistical and graphic reports on progress and compliance.
32. Serves as lead and/or participates on team's special projects as required. Accomplishes DDC planning and coordination of projects which concern or affect distribution support to DLA and/or DDC customers. Accomplishes a Plan of Action that encompasses both long and short-range projects. Projects include implementation and coordination of new operating procedures and systems, and coordination of operational changes affecting distribution support to DLA/DDC customers.
33. Conducts studies in areas of special interest and develops alternative solutions for supply or performance improvement of the DDCs Distribution operations. Studies include analysis of operational problems and encompass the identification of workflow, storage space, and operational or procedural deficiencies that prevent or hamper efficient and effective customer support. Develops and ensures implementation of recommended process improvements.
34. Participates in operational reviews of processes, physical layouts, mechanized materiel

handling equipment and automated data systems, and provides recommendation for changes utilizing current and upcoming technology. Reviews industry applications of technology for consideration and incorporation into current operational processes for efficiency improvements.

35. Provides end-user assistance in DSS functional issues.
36. Provides representation on committees and study groups for DSS improvement.
37. Serves as the Records Manager to ensure compliance with the laws, rules and regulations as it relates to creation and retention of agency records, in all media.
38. Provides DDC training as required in Receiving and Warehousing processes and operations, providing guidance on how the DSS logic controls and tracks customer contracts, requisitions and any associated discrepancy and outlining the overall higher authority regulation, policy application in DSS.
39. Serves as DDC focal point for Critical Safety Item program monitoring and reporting. Establishes DDC distribution center specific procedures and monitors workload and compliance. Prepares statistical and graphic reports on progress and compliance. Conducts on-site audits to validate statistical data and physical processes.
40. Serves as DDC focal point for Inert Certification training, and maintenance of the DSS Receipt. Maintains Alert Files by National Stock Number for visibility of the requirement. Establishes DDC distribution center specific procedures and provides training on visual inspection and certification documentation preparation at time of receipt and issue to disposal.
41. Manages Wide Area Work Flow (WAWF) program for Distribution Centers destination acceptance. Researches and resolves reject. Develops requirement for system changes to further automate and streamline processes.

#### DIRECTORATE OF DISTRIBUTION OPERATIONS (DDC-O):

##### MISSION:

1. Senior technical advisor to the Commander and staff, and Distribution Center Commanders for current distribution operations, policy and procedures and automated system requirements. Collaborates and coordinates with applicable DLA HQ elements on assigned functions.
2. Serves as the senior advisor to the Commander for BRAC, Stock Positioning, Workload & Performance Assessment, and Storage Space Management. Manages the government operated Strategic Distribution Platforms, Most Efficient Organizations, and A-76 Distribution Centers and an international workforce.
3. Manages the Command Control Center (CCC) providing crisis and emergency planning, policy, and procedures for readiness exercises and military and domestic contingencies.
4. Manages the worldwide distribution network and coordinates across the DOD Logistics Commands to improve readiness and streamline the complexity of logistics operations.
5. Participates in Command Strategic Planning and Program Objective Memorandum budget projections.

6. Represents DDC at high level meetings and conferences for all logistical operations areas.
7. Participates in the DLA/DDC e-workplace initiative for Knowledge Management.
8. Reports to the DDC Chief of Staff.

#### DISTRIBUTION CENTER OPERATIONS DIVISION (DDC-OD):

##### FUNCTIONS:

1. Provides distribution current operations support to DDC Commander, Staff and Distribution Centers. Ensures distribution centers support COCOMs, Military Services and other Agencies in peacetime, civil emergency and contingency operations. Facilitates staffing, systems, equipment and space issues for DDC distribution centers.
2. Provides support operations by establishing centralized logistics and distribution management at the DDC level, this enables the Distribution Center Commanders to perform decentralized distribution execution in support of their customers.
3. Provides technical input to DDC Acquisition office for contract operations. Facilitates distribution center transitions as required. Ensures DDC Command and Control Center facilitates communication between DLA HQ, and DDC Command and Staff elements. Monitors distribution center performance and develops annual workload projections.
4. Conducts distribution planning for near term initiatives and immediate support requires for operations that are CONUS and OCONUS requirements.
5. Provides input for Intermodal Distribution Lane metrics.
6. Executes DDC stock positioning as required. Interfaces with DLA Supply Chains on stock positioning issues. Provides recommendations on positioning of stock throughout the distribution network.
7. Plans requirements for Deployable Distribution Center, Reserve Component staffing and Reserve Component Mobilization support.
8. Monitors daily mission performance, tracking trends to identify irregularities, deficiencies, or problems within distribution. Coordinates with Distribution Center Commanders for cause and resolution of degrading service.
9. In coordination with J8, provides for the short and long-range concept of operations, distribution POM and budget initiatives and workload/staffing plans for the distribution depots.
10. Prepares and conducts bi-monthly operations updates to the DDC Commander and provides input for monthly DLA Corporate Board.
11. Conducts monthly conference calls and quarterly best practices conferences with the distribution centers.
12. Facilitates space requests received from services or host installations and other support issues from the host activity.
13. Provides technical distribution expertise and advice for problem resolution to the Administrative Contracting Officer (ACO) at contractor-operated distribution centers.

14. Serves as a customer liaison for problems, concerns and new mission development and implementation providing gateway for first resolution opportunity for specific distribution customer.
15. Participates in the development, testing and implementation of system change requests to improve automated data processing or automation of materiel handling in support of mission and operations.
16. Conducts special studies, surveys, research, review and analysis, development of Distribution Concept of Operations and Distribution Strategic Plans for the Directorate, to include new mission, assumption of mission or recurring reimbursable work to establish best business case and identify appropriate plan of action and milestones.
17. Coordinates workload for kitting, DEPMEDS, UGR and other reimbursable projects.
18. Serves as the SME in the developing and monitoring ISAs, MOAs, and PBAs with MILSVC to ensure they reflect current customer needs as well as Distribution practices.
19. Acts as the principal advisor and assistant to the Commander in directing the implementation of policies and objectives relating to the development /implementation of the DLA Enterprise Business Systems at the DDC. This mission encompasses oversight and coordination of activities relating to planning, design, testing, implementation, and deployment of the DLA automated system.
20. Interfaces with DDC J-3/J-4, J-6N, J-8 and other DDC entities as necessary to ensure that the DDC perspective, requirements, and vision are incorporated into BSM planning, business process reengineering, and organizational realignment efforts associated with the BSM program.
21. Responsible for reengineering DLA business practices to fit the COTS enterprise business system and to recommend changes to existing or proposed policies/procedures to ensure inclusion of the DDC in enterprise initiatives.
22. Responsible for implementing a change-management approach that will minimize the effect of this transformation on the Command.
23. Responsible for post-implementation support strategies.

#### DISTRIBUTION PLANNING DIVISION (DDC-OP):

##### FUNCTIONS:

1. Develops the Agency Tender Documentation during an OMB Circular A-76 competition and providing corporate support in the post competition environment. Manage the phase-in planning and implementation as a result of the A-76 competition. Provides transition assistance support for new missions or functions.
2. Supports Distribution Center Commanders and the Distribution Operations Directorate through RFP development addressing operation and transition activities.
3. Represents the Directorate on acquisition planning teams.
4. Supports distribution centers in preparation and execution of the transition process.
5. Supports the distribution center through assistance in development of the transition plan



6. Assists the distribution center in developing its Communications Plan, ensuring this plan remains viable throughout transition.
7. Develops, maintains, and tracks progress of a detailed Plan of Action and Milestones (POAM) for the transition process.
8. Tracks planned personnel, training and process improvements as proposed in the Government Management Plan.
9. Provides Corporate Support role to distribution centers operating as a Most Efficient Organization for deviation and change requests.
10. Assists MEOs in development of responses and negotiations resulting from changes in the Letter of Obligation and workload changes recognized by the MEO team.
11. Ensures transition issues that cannot be resolved by the distribution center are addressed and resolved by the appropriate authority.
12. Reviews and updates all training requirements for transition, including training input to the TP and the provision of training resources.
13. Facilitates the delivery of training required for the future workforce post transition.
14. Facilitates the transition process by providing on-site support for specific transition activities such as inventory and human resources.
15. Assists with establishing the CGA at the earliest opportunity, ensuring clear delineation and understanding of the roles and responsibilities of the CGA and PA.
16. Ensures the Management Plan is implemented correctly and the IHCE (equipment, etc.) is followed.
17. Develops a database of lessons learned for future studies.
18. Reports the distribution center's transition progress, as necessary, and at the completion of transition, provides a formal report of on-going issues and actions.
19. Maintains distribution center Management Plan for Most Efficient Organization (MEO), conducting the analysis for proposed changes and responding to all requests to modify the existing Management Plan. Maintains all documentation for MEO depots to include Letter of Obligation, IHCE, and change requests. Facilitates all MEO IRO audits. Develops all MEO proposals for A76 recompetitions.
20. Participates in the development of center Performance Work Statements (PWS) to ensure all DOD, DLA and customer requirements are described and quantified. Maintains the PWS to reflect current requirements. Serves as J3/4 representative for all A-76 Project Office Teams to include SSEBs.
21. Serves as lead and/or participates on team's special projects as required. Accomplishes DDC planning and coordination of projects which concern or affect distribution support to DLA and/or DDC customers. Accomplishes a Plan of Action that encompasses both long and short-range projects. Projects include implementation and coordination of new operating procedures and systems, and coordination of operational changes affecting distribution support to DLA/DDC customers.
22. Conducts studies in areas of special interest and develops alternative solutions for supply or performance improvement of the DDCs Distribution operations. Studies include analysis of operational problems and encompass the identification of workflow, storage space, and operational or procedural deficiencies that prevent or hamper efficient and effective customer support. Develops and ensures implementation of recommended process

- improvements.
23. Participates in operational reviews of processes, physical layouts, mechanized materiel handling equipment and automated data systems, and provides recommendation for changes utilizing current and upcoming technology. Reviews industry applications of technology for consideration and incorporation into current operational processes for efficiency improvements.
  24. Interfaces and coordinates with other Services and customers to address their requirements for core distribution processes.
  25. Provides support to the distribution centers as new technology is implemented in RFID. Identifies application of technology to improve processing and customer support and visibility.
  26. Accomplishes DDC planning and coordination of projects which concern or affect distribution support to DLA and DDC customers. Accomplishes Plans of Action that encompass both long and short-range projects. Projects include implementation and coordination of new operating procedures and systems, and coordination of operational changes affecting distribution and transportation support to DLA/DDC customers.
  27. Conducts regularly scheduled visits in coordination with DLA HQs, LNOs and internal to DDC and the distribution centers in response to directorate requirements or for Distribution Center Commanders.
  28. Conducts studies in areas of special interest and develops alternative solutions for transportation, supply or performance improvement of the DDC's Distribution operations. Studies include analysis of operational problems and encompass the identification of workflow and operational or procedural deficiencies that prevent or hamper efficient and effective customer support. Develops and ensures implementation of recommended process improvements.

#### FUNCTIONS – TRAINING:

Formulates and prepares budget projections for new recruitments, monitors and tracks all expenditures, develops recruitment strategies, provides management with recruitment advice, proposes alternative intern programs. Mentors and coaches new interns.

#### STOCK POSITIONING DIVISION (DDC-OS)

##### FUNCTIONS:

1. Serves as the focal point of contact for distribution related BRAC actions, attends DLA and Service BRAC meetings and conferences as the DDC distribution representative.
2. Provides feeder data for BRAC-related reports.
3. Develops stock positioning policy for DLA, Services and other agencies on Stock Positioning issues and projects. Coordinates with Services and DLA ICPs for movement and/or redistribution of material.
4. Performs research to maximize use of facilities, resources, and internal stock positioning to

include dormant stock reviews. Uses software tools to analyze optimum stock positioning (Enterprise Business System). Initiates and directs the redistribution of stock to improve customer support and distribution effectiveness. Redistributes slow moving and dormant items to improve warehouse efficiencies and reduce infrastructure.

5. Provides guidance to losing and gaining depots on material positioning. Analyzes and incorporates changes regarding customer to distribution center alignment, shifting east-west support, in the fence customer arrangements, and support to ships. Develops Hub and Spoke distribution plan and business rules for the program. Manages the Forward Stock Positioning program to plan distribution to the OCONUS distribution centers.
6. Oversees the DDC Storage Space Management Program, developing installation plans and consolidated DDC master plan documents including 5-year plans and long-range development plans.
7. Performs facility studies, economic analyses and distribution center storage space characterization studies as required to support facility projects, stock positioning decisions, and facilities cost reduction initiatives. Analyzes performance and operational cost data, utilizing workload, productivity, unit cost trends, etc., to identify potential storage layout/storage material plan improvement for efficiency and effectiveness or to meet special customer needs.
8. Reviews and provides recommendations on all requests for change of use of storage facilities to include return to host and leases for additional storage. Reviews and coordinates customer requests for storage space. Reviews and coordinates planned changes in stock positioning with regard to storage space capacity and capability.
9. Maintains a technical library consisting of current layout warehouse plan-o-graphs, DOD Storage Space Reports (DD Form 805) and Distribution Center Master Storage Plans. Provides DOD wide training for proper storage space measurement techniques and recording/reporting of storage space.
10. Prepares and publishes the service DOD-wide DD Form 805, Storage Space Management Report, when required or otherwise stipulated by DLA HQ.
11. Coordinates DOD changes to the Defense Logistics Agency Manual (DLAM) 4145.12 Storage and Materials Handling Joint Regulations and the DLA manual for Storage Space Reporting.
12. Develops and coordinates updates and changes to the Distribution Standard System (DSS) to facilitate improved processes for manual and automated material handling in all aspects of storage. Reviews and coordinates proposals to update DSS with regard to all aspects of storage.
13. Serves as DDC POC for DLA, Services and other agencies on concerns with storage space reporting and billing through Net Landed Cost, researching/analyzing impact to variations in packaging/packing to the billing process and recommending changes to policy and individual storage bills.

## WORKLOAD PERFORMANCE/CCC DIVISION (DDC-OW)

### FUNCTIONS – WORKLOAD PERFORMANCE:

1. In coordination with the functional specialists, analyzes operating performance relative to workload, operations, unit cost trends, programs and/or established goals and standards of performance. Assesses quantitative and qualitative aspects of operational performance, and prepares reports for the Director.
2. Analyzes workload and operations to identify irregularities, deficiencies, or problems within distribution that adversely impact performance.
3. Prepares progress and distribution statistical data for release to higher headquarters. Provides frequent reports to the Director on the status of distribution center performance and workload. Prepares daily summary data for Director's review.
4. Administers the DLA Management Information System (MIS), including the development and administration of local MIS requirements. Coordinates the efforts and consolidates the products of other DDC elements having specific responsibilities for submitting data within this system. Acts as focal point for HQ DLA contacts concerning MIS. Coordinates with system personnel when irregularities are detected. Validate all MIS data. Reviews MIS procedures and methods in all functional areas to ensure compliance with DLA policy and the validity and accuracy of the MIS database.
5. Provides guidance to DDC and distribution center personnel regarding MIS performance and workload calculations and inclusions.
6. Maintains a central repository of summary management data as an internal MIS for the purposes of evaluating internal effectiveness, efficiency, and economy of operations and supporting functions.
7. Develops and integrates workload data with performance factors for decision making purposes. Prepares the logistics operations analysis for the monthly Review and Analysis reports.
8. Maintains staff surveillance over the distribution statistics to ensure adequacy of the operating database for use in the evaluation of performance by management.
9. Supports Technical Assistance and Operational Review (TAOR) team.
10. Develops yearly receipt and issue workload projections for secondary items for each center and the DDC. Monitors actual workload against projections. Analyzes workload to determine why changes occurred.
11. Participates in the development of performance work statements and distribution services to ensure performance and reporting requirements are adequately documented. Provides detailed historical and projected workload for inclusion in the distribution services solicitations.
12. Reviews all opportunities for new/expanded distribution business and compiles Business Case Analyses or similar documents as applicable. Reviews Business Case Analyses (BCA), support agreements, etc., submitted to DDC for review either from DLA HQ, ICPs, or DLA customers.
13. Performs Resolution Specialist functions under the BSM program to ensure proper processing of receipts within DSS and SAP. Researches, analyzes and resolves discrepancies.

Provides guidance for system and process improvements. Provides guidance and support under the Order Fulfillment part of BSM to ensure proper processes, policy and business practices are incorporated into the program design.

14. Monitors the Navy Stock in Transit Supply Discrepancy Report (SITSDR) program.
15. Serves as DDC focal point for approval of Distribution Standard System (DSS) changes to operational process controls ensuring changes enhance performance efficiency and adhere to DDC and higher authority. Works with customers, distribution centers, and other DDC entities in the development and submission of requirements. Prioritizes system requirements to meet DDC long range strategic objectives within the constraints of resources and customers' unique requirements and system interface objectives.
16. Serves as the DDC operational focal point during Distribution Standard System (DSS) design review meetings. Prepares after action reports detailing the concept of operations to assist managers in determining their level of involvement for training and testing support. Coordinates completion of action items on operational issues across division and directorate boundaries, with the DLA design agency, DLA HQ, and Services ICPs.
17. Provides operations support during the testing phases of the release cycle to ensure new programs are stressed sufficiently to ensure a seamless conversion from test to production. Audits the DSS and MIS records to validate that systems logic is recording transactions and developing statistics in accordance with MILSTRAP.
18. Documents DSS system architecture changes in relation to operational impact and system interfaces as required in support of the Distribution Process Owner (DPO).
19. Provides representation on committees and study groups for DSS improvement.
20. Co-Lead for the AMC-DDC Air Cargo Consolidation Integrated Process Team (IPT) that is transforming the way air shipments are consolidated, palletized and moved forward to the warfighter.
21. Acts as Lead for the Pure Pallet Process Team which transformed the way 463L air pallets are provided to the warfighter in the CENTCOM AOR.
22. Co-Lead for the AMC-DDC Air Cargo Consolidation Integrated Process Team (IPT) that is transforming the way air shipments are consolidated, palletized and moved forward to the warfighter.
23. Maintains inventory and requisitions ALOC 463L pallets and nets as needed in support of sites with missions to build 463L pallets.

#### FUNCTIONS – COMMAND CONTROL CENTER:

1. Serves as a coordination point for crisis and emergency operations by interfacing with HQ DLA and the HQ DLA Logistics Operations Center (DLOC), Joint Chiefs of Staff (JCS J4) as appropriate, DDC J-staff directors, DDC distribution depots, and federal, state, and local governments as applicable.
2. Operates the DDC Command Control Center (CCC) and administers the DDC Staff Duty Officer (SDO) Program.
3. Develops, plans, coordinates, and implements the DDC Continuity of Operations Plan (COOP). Develops guidance and provides assistance to Distribution Center Commanders in

the development of local COOP plans to ensure preparation and a proactive approach to emergencies and other contingencies.

4. Develops implementation and execution plans for domestic disaster operations. Acts as the focal point for Defense Support to Civil Authorities (DSCA). Provides the DLA Emergency Planning Liaison Officer (EPLO) in support of the National Response Plan (NRP).
5. Plans for and executes DLA/DDC involvement in the Joint Chiefs of Staff (JCS) exercise program. Conducts periodic in-house drills, exercises, and workshops as related to exercises and crisis operations. Develops detailed studies and analyses pertaining to crisis and emergency situations as well as plans execution. Reviews and analyzes the readiness and responses of DDC Field Activities during crises and other emergencies.
6. Monitors the SIPRNET for significant Combatant Commander (COCOM) logistics and movement information. Performs analysis on that information, and disseminates and makes recommendations to management on courses of action.
7. Prepares a classified Command briefing book for Commander/Deputy/Chief of Staff which consists of selected DLA and COCOM information that has been posted on the SIPRNET. Reviews all information for specific applicability to the DDC, either for the current situation or potential situations.
8. Coordinates with the DDC J5 in the preparation of DLA Support Plans to JCS OPLANS/CONPLANS, etc.

## DIRECTORATE OF FINANCIAL OPERATIONS (DDC-R)

### MISSION:

Principal advisor to the DLA Comptroller and DDC Commander for distribution business area financial management, including programming, resources and technical accounting policies and procedures; administration of resources; command review and evaluation; financial systems and procedures; organization and position management; and productivity programs. Provides financial liaison support throughout DDC. Reports to the DDC Chief of Staff.

### FINANCIAL POLICY & PLANNING:

### FUNCTIONS - BUDGETING:

1. Distribution Business Area Analysis – Provides analysis for Processing, Reimbursable, Storage, Consolidation and Containerization Point (CCP)/Overocean Transportation (OOT) business areas. Reviews Unit Cost reports.
2. Program Budget Review (PBR) and Budget Estimate Submissions (BES) — Program Manager for the PBR process for the Distribution Business Area. Coordinates new initiatives with DDC Program Managers. Maintains PBR spreadsheet and backup. Prepares charts for briefings for Program Budget Review Group (PBRG) reviews. Provides analysis of changes from the baseline. Ensures DDC PBR submission and exhibits are completed and forwarded to appropriate DLA analyst. Reviews programming data for consistency with DDC plans,

- and recommends program priorities for the command. Acts as central repository for the DDC program plans. Administers the DLA Planning, Programming and Budgeting System. Develops and justifies requirements for costs, work years and initiatives.
3. Program Objective Memorandum (POM) Initiatives Savings Validation Program – Develops plan and tracks proposed POM savings for initiatives.
  4. Monthly Management Review (MMR) and Quarterly Management Review (QMR)— Provides monthly charts and analysis dealing with specific financial areas such as (but not limited to) total revenue, obligations, net operating results, and CCP/OOT costs. Tracks costs, revenue, and workload by business area. Also tracks total expenses, disbursements, collections, net outlays, FTEs, end strength, and capital obligations. Briefs DDC Comptroller monthly and the DDC Commander quarterly. Provides charts and notes to DLA HQ monthly.
  5. Distribution Budget/MOP – Prepares and monitors overall plan versus actual numbers for workload, costs, and revenue. Ensures DDC costs are within obligation authority within the Distribution AOB. Monitors fenced areas within the AOB. Analyses, provides guidance, and coordinates development, formulation, justification, and submittal of budget. Monitors Distribution Business Area Net Operating Result (NOR).
  6. Base Realignment and Closure (BRAC) Budget – Ensures proper BRAC funding is received. Prepares Military Interdepartmental Purchase Request (MIPRs) and tracks costs. Provides estimated costs for BES/PBR purposes. Orchestrates all financial actions associated with realizing a base closure and/or realignment. Coordinates closure actions with all concerned parties.
  7. Directors' Budgets/Funds Control - Tracks, reviews, analyzes, evaluates, and reports funds execution for centrally funded items. Prepares spending plan, performs midyear review, and provides projections for BES. Performs funds control and prepares outgoing MIPRs. Prepares and monitors monthly obligation plan. Performs ULO reviews. Provides monthly reports to Directors.
  8. Central Fund Management - Tracks, reviews, analyzes, evaluates, and reports funds execution for centrally funded items. Prepares spending plan, performs midyear review, and provides projections for BES. Performs funds control and prepares outgoing MIPRs. Prepares and monitors monthly obligation plan. Performs Unliquidated Obligation (ULO) reviews.
  9. Capital Budget - Administers the capital funding program. Maintains the capital MOP and provides a monthly report to DLA HQ. Justifies actual obligations against plan. Performs funds control for capital. Tracks capital spending by Program Item to include equipment (non-ADP and ADP), software development, and minor construction, and monitors against funding provided on DLA Form 83.
  10. Real Property Maintenance (RPM) and Equipment—Financial POC for RPM funding. Coordinates funds with DES. Prepares outgoing MIPRs and performs funds control. Maintains funds usage by project. Tracks all non-capital minor construction and equipment, and tracks actual against planned.
  11. Family Housing Financial POC - Tracks, reviews, analyzes, evaluates, and reports family housing budget execution. Prepares job order cost adjustments (JOCAs) to get proper revenue into the system. Ensures proper obligations and revenue are entered.

12. Quality of Life (QOL) Budget — Financial POC for QOL funding. Tracks, reviews, analyzes, evaluates, and reports on QOL execution.
13. Research and Development (R&D) Funding – Tracks, reviews, analyzes, evaluates, and reports on execution of any R&D funding received.
14. Staffing Projections/FTE Mgmt - Monitors and tracks FTE execution. Is central repository for maintaining FTE figures. Monitors VERA/VSIP costs.
15. Reviews and analyzes monthly productivity statistics.
16. Performs transportation related analysis and prepares reports detailing trends and projections.
17. Manages the (Information Technology (IT) 43, including Program Budget Review, Mid-year/BES and Monthly Operating Plans (MOPs).
18. Reviews, analyzes, and processes IT procurement packages for services/IT agreements, maintenance and equipment/software purchases.
19. Prepares all outgoing funding document for IT purchases. Performs IT funds control at DDC and depot levels.
20. Acts as Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), and program manager for contractor employees.
21. Management Control Program (MCP) - Provides program management for DDC on the MCP. Ensures that internal control concepts are properly integrated into overall plans, policies, programs, procedures, and systems. Provides training to DDC supervisors, managers and POCs on MC requirements. Develops annual MC Plan for DDC. Monitors the MC program guidelines to eliminate fraud waste, and abuse of government funds. Ensures federal employees are accountable for planning, programming, and execution of the program.

#### FUNCTIONS - PLANNING AND EXECUTION:

1. Member of the A-76 Acquisition Planning Teams (APT) - reviews all sections of the Performance Work Statement (PWS), report structures, Contract Line Item Number (CLIN) structures, and develops In-House Government Estimate (IHGE). Meets with the team for each acquisition and reviews all material going into the solicitation. Provides historical cost data for baseline costing prior to study. Reviews draft Request For Proposal (RFP) and provides comments and recommended changes prior to final release of RFP. Reviews CLIN structure for proper interpretation of financial charging. Prepares responses to Issue Papers and questions from the A-76 teams.
2. Serves as a member of the Most Efficient Organization (MEO) review team reviewing Agency Tender prior to submission.
3. Monitors MEO performance by line item to ensure the funded amount is not exceeded without an approved deviation request. Reviews deviation requests prior to approval to provide the cost estimates of the requirement. Adjusts the spending plans when the signed deviation is received.
4. Reviews A-76 contract modifications. Adjusts the spending plan accordingly at mid-year. Requests additional budget authority for approved contract deviations. Includes any anticipated modifications in the initial spending plan.



5. Reviews A-76 contract invoices for accuracy. Monitors total payment to contractor by Contract Line Item Number (CLIN) item. Prepares standards for reimbursable billing, extracts reimbursable CLIN amounts and prepares JOCA's for input.
6. Prepares general orders for A-76 depot establishments. Builds new organization codes in systems. Reviews current contracts for revision. Reviews Interservice Support Agreements (ISA) for revisions. Establishes new BOAC for GSA vehicles.
7. Accompanies the Continuing Government Activity (CGA) training team to each site as scheduled. Provides financial overview on spending plans and reimbursable workload. Demonstrates Finance Web tools.
8. Principal advisor to Center Commanders and personnel on financial management requirements to include policies, planning, programming and procedures. Formulates, analyzes and evaluates depot requirements. Conducts analysis of actual financial execution against established goals.
9. Formulates and sets the initial funding levels for all depots. Monitors, reviews, analyze and evaluate depot spending plans.
10. Collects data and produces depot monthly obligation plans by object class according to established methodology and knowledge of assigned depots. Develops, analyzes, evaluates and reports on depot MOP.
11. Provides Center Commanders and DDC management with advice and guidance on financial execution to support financial decisions.
12. Analyzes and summarizes wide variety of resource data for monthly Performance Reviews (R&A).
13. Prepares and signs outgoing funding documents necessary for the conduct of assigned depot business ensuring compliance with regulatory requirements.
14. Builds operating targets and fund records in accordance with budget authority. Loads and maintains funds in DBMS and BOSS.
15. Manages the DDC Interservice Support Agreement (ISA) program. Coordinates requirements with DDC as supplier and receiver of services. Prepares agreements for signature and makes distribution.

#### FUNCTIONS - REVENUE AND BILLING:

1. Receives and accepts funding documents, i.e., DD Form 448, from customers, reviews them to ensure they are in compliance with the Financial Management Regulation and records Orders Received and Unfilled Orders. Establishes accounts receivables when revenue is earned either through Automated Time Attendance and Production System (ATAAPS) or from information received from the depots via a Job Order Cost Adjustment.
2. Performs analysis of work accomplished against funding documents received to ensure earnings are processed in a timely manner via ATAAPS for labor and/or Job Order Cost Adjustments (JOCA). Monitors the subsequent accounts receivable established for billing and collection by DFAS.
3. Responsible for DDC Reimbursable Program Management and accrual of earnings. Monitors earnings for reimbursable work performed and provides backup data to customers

for work performed in the areas of Processing (receipts, issues and second destination transportation), Storage, Overocean Transportation and Hourly Reimbursables.

4. Performs revenue analysis DDC-wide, depot plan versus actual and depot productive versus billable.
5. Receives data from Management Information System (MIS) in Distribution Standard System (DSS) for the purpose of billing customers and providing detail extract files to customers to support billings.
6. Provides employees and managers guidance on accurate charging of labor and non-labor costs. Initiates simplification efforts, when appropriate.

#### PAY & ACCOUNTING OPERATIONS:

##### FUNCTIONS - PAY AND TRAVEL:

1. Program Manager for Automated Time and Attendance Production System (ATAAPS) and Defense Civilian Personnel System (DCPS) at the DDC. Attends ATAAPS Configuration Control Board (CCB). Participates as beta test site for proposed system changes.
2. Payroll Processing – Reviews and corrects errors on invalid time and attendance reports and missing time reports. Validates assigned task codes. Reconciles hours for part-time employees and firefighters. Processes back pays and settlements. Sets up new employee information in ATAAPS. Processes special pays and requests for recertified checks. Completes pay and leave audits. Inputs time and attendance directly to DCPS when accounting information crosses activity codes. Assists in researching problems with the transfer of labor from DCPS to DBMS. Inputs employee voluntary pay change requests (direct deposits, allotments, address changes, tax withholdings, union dues, charity deductions).
3. Serves as help desk for answers to any payroll systems and entitlement questions.
4. Provides other DLA activities guidance on complex payroll issues. Provides assistance to DFAS on evaluating and resolving payroll problems.
5. Processes and maintains security access forms for DCPS. Processes all new ATAAPS security forms.
6. Develops, establishes and coordinates special procedures for paying Foreign National Direct Hires (FNDH) based on Standard Forces Agreement for each country.
7. Coordinates all requirements for reorganization proposals. Ensures requesting activity provides all pertinent documentation and oversees execution of resulting actions upon approval of the proposal. Prepares the General Orders and makes distribution.
8. Ensures timekeeper and certification rosters are current.
9. Processes unemployment forms for Department of Labor; processes verifications of employment from financial institutions, courthouses, insurance companies, etc.
10. Travel Entitlements/Orders – Responsible for processing all manual and Defense Travel System (DTS)-generated DDC travel orders and subsequent claims for reimbursement.
11. Permanent Change of Station (PCS) – Responsible for settlement of all claims related to PCS moves. Coordinates with CSO-N in the development of pertinent PCS information provided to the traveler.

12. Provides financial briefings to employees preparing to participate in Defense Contingency Support Teams (DCST).
13. Agency Program Coordinator for the Travel Card Program.
14. Prepares reconciliations for the agency Centrally Billed Account (CBA) government travel charge card.
15. Manages the debt collection program for DTS-processed travel vouchers.

#### FUNCTIONS - ACCOUNTING:

1. Primary DLA POC for Chief Financial Officer (CFO) compliance as it pertains to the distribution business area. Partners with external auditors and DLA CFO to identify impediments to a clean audit opinion for DLA's financial statements. Develops Plans of Action and Milestones (POAM) to address impediments and proposed solutions. Prepares auditability assertion packages.
2. Interprets and implements financial policy and financial policy changes. Issues interpretations to command staff and distribution centers.
3. Develops and manages the timely and accurate process of properly classifying, monitoring, recording and maintaining all distribution business area DWCF, Capital and Family Housing commitment, obligation, expense and capitalization transactions related to distribution costs for the DDC and distribution centers worldwide. This includes all labor and non-labor, within and outside the government. Receives and maintains hardcopy documentation and processes applicable transactions within DBMS.
4. Ensures the integrity of procedures and practices governing funding obligations to facilitate attainment of program objectives. Establishes compliance of processes/systems within applicable Financial Management Regulation (FMR) directive.
5. Attends Process Improvement Team (PIT) meetings with DLA HQ, other DLA field activities and DFAS to leverage best practices across DLA. Identifies and elevates best practices at individual DDC distribution centers and similar commercial industry activities and standardizes/implements for joint use at all distribution centers. Develops systems change requests (SCR) and program trouble reports (PTR) when necessary and participates in the functional testing of major financial and financial-related system changes for PowerTrack, Distribution Standard System (DSS), Defense Business Management System (DBMS), Base Operating Support System (BOSS) and Defense Property Accountability System (DPAS).
6. Participates in the development of new accounting systems, i.e., Enterprise Business System (EBS).
7. Reviews and updates the Management Control Plan to ensure any new system changes or policy changes have been evaluated sufficiently to determine the financial risk.
8. Maintains and monitors all functions associated with the Base Operating Support System. Serves as distribution business area BOSS Program Manager and financial functional POC. Ensures DDC BOSS functional accesses are in place for Contracting, Supply and Financial modules, and that system processes and interfaces are operational. Verifies accuracy and timeliness of the BOSS/DBMS interface.

9. Produces a cash management plan to forecast disbursement and collection of cash on a monthly basis. Revises the plan several times a year to reflect POM, BES and President's Budget (PB) changes to the DDC operating budget. Provides the distribution business area cash plan to DLA J-8 for incorporation into the DLA cash plan required by DOD. Execution against the distribution business area cash plan is monitored on a continuing basis for impact to the DLA DWCF.
10. Maintains and monitors all functions associated with Defense Property Accountability System. Serves as distribution business area DPAS Program Manager. Reconciles Property, Plant and Equipment (PP&E) subsidiary file in DPAS to DBMS monthly. Responsible for functional/security accesses and oversight to all functional users including Distribution Center Accountable Property Officers (APOs) and RPOs. Requires quarterly and annual certifications of balance files from APOs/RPOs.
11. Maintains DBMS and BOSS control records as necessary.
12. Maintains and provides resolution for DBMS, BOSS and DPAS violations control listings.
13. Performs depreciation analysis and fixed asset accounting.
14. Ensures all month-end and fiscal year-end functions have been performed. Develops all accruals and processes/records applicable accruals and all current month financial transactions into the financial system accurately and timely. Reviews the General Ledger accounts to ensure obligations and expenses are recorded at their expected levels in accordance with the current year funding authority.
15. Prepares fiscal year-end planning guidance, coordinates execution and provides oversight.
16. Performs monthly and quarterly financial statement analysis. Partners with DFAS to manage and obtain proper financial data used to develop and prepare monthly and quarterly analysis.
17. Accounts Payable - Processes commercial payments and employee reimbursements through DFAS-CO. Responsible for recording the liabilities, including contingencies, judgment funds, accruals, etc., incurred by the distribution business area. Obliges and expenses costs timely and accurately within DBMS. Works with DFAS personnel to research and resolve any financial/payment discrepancies. Partners with DFAS to ensure DDC vendors and employees are paid and reimbursed timely and accurately.
18. Manages DDC's Interest in line with OSD goals for reduction.
19. Administers the DDC Mass Transit Fringe Benefit (MTFB) Program.
20. Receives and secures miscellaneous revenue checks for repayment of jury duty, health benefits, vendor checks and tuition repayment. Forwards to DFAS-CO and DFAS-CL for collection purposes.
21. Serves as focal point for security of all DDC financial systems. Ensures DDC users have the capability to sign on to the required financial system and have the proper access needed to accomplish their tasks.
22. Reviews all Unliquidated Obligations (ULOs) periodically to support a DDC certification to DLA that existing ULOs are still valid in accordance with Tri-Annual Review requirements.
23. Budgets for and monitors execution of the distribution business area Stock Fund Budget. Requests additional funds from DLA, as necessary.
24. DDC Program Manager for PowerTrack. Implements PowerTrack at all depots and automates PowerTrack process to gain efficiencies.

## **FUNCTIONS - FINANCIAL AUTOMATION:**

1. Primary POC for Federal Financial Management Improvement Act (FFMIA) effort for Distribution Standard System (DSS).
2. Designs, coordinates, supports, develops and maintains the use of web-based technology products to distribute timely, flexible, enterprise-wide financial data to managers and depot personnel. Provides training to enable users to take advantage of the resources provided on the Financial Web Page.
3. Plans, proposes and coordinates the timely purchase and maintenance of equipment and software required to support web based financial reporting and analysis.
4. Administers and maintains the necessary databases, commercial-off-the-shelf (COTS) products, networks, servers and backup files to support the DDC financial reporting initiatives.
5. Provides and maintains DISA billing from Mechanicsburg and Ogden Mega centers. Converts data into a working format and verifies costs against figures received from HQ DLA. Enters costs into Access Database so reports can be developed for specific needs on an as required basis.
6. Provides Distribution Planning and Management System (DPMS) with financial support and cost savings analysis.
7. Participates in the IT Disaster Recovery and EDC Transformation Teams.
8. Manages the Activity Based Costing/Management (ABC/M) program.

## **DIRECTORATE OF INFORMATION OPERATIONS (DDC-Y)**

### **MISSION:**

Principal information technology advisor to DDC Commander and distribution depots, providing focused guidance, planning and administration and distribution information management. Reports to the DDC Chief of Staff.

### **FUNCTIONS:**

1. Provides IT enterprise services that include end user support, enterprise support, IT solutions, infrastructure, telecommunications, business survivability and IT management support as identified in the Performance Based Agreement.
2. Maintains and administers 24-hour, 7 day per week one-stop-shopping help desk. Performs database maintenance, backups, and recoveries.
3. Monitors Distribution Standard System (DSS) execution and computing resource utilization. Performs functional systems analysis and design for DSS, coordinates changes to existing

systems and procedures, develops requirements for system changes, and evaluates and processes requests for functional ADP services and changes. Tailors and maintains DSS site unique job control language; DSS software configuration, release and implementation management and technical support for DSS data query reporting.

4. Performs post-audit of systems and/or projects to evaluate performance, and monitors the performance of existing operational systems and procedures to verify efficient performance.
5. Provides representation on committees and study groups as required, such as DSS Configuration Management, DISA Customer Teleconferences, Global Address List IPT.
6. Acts as DDC focal point for monitoring and conducting Central Design Agency tests of Distribution AIS changes.
7. Administers the implementation of DSS.
8. Plans, determines requirements, coordinates and provides training and training programs for distribution depot personnel for AIS implementation, upgrade, and/or changes in association with DSS.
9. Participates in design, development, revision, and maintenance of Agency directed AIS projects, regarding concept, requirement, and implementation.
10. Administers DDC configuration management and the Program Management Plan for new system design, in accordance with Life Cycle Management procedures.
11. Analyzes and makes recommendations regarding the feasibility and applicability of system design for Distribution functions.
12. Manages Intranet/Internet World Wide Web (WWW) technology, serving as DDC Webmaster, and assisting users in development of content for web pages.
13. Provides end-user assistance in DSS functional and technical issues.
14. Coordinates and facilitates gathering of information in response to IT data calls.
15. Evaluates long-term IT investments in the Distribution investment area.
16. Evaluates the IT solutions in use against mission requirements and develops proposals for improvements where necessary.
17. Develops and fields new IT solutions in support of DDC mission.
18. Serves as IT focal point for deployment and standup of all new distribution depots.
19. Serves as a liaison between DLA J6 and the DDC.
20. Provides end users with IT policy, guidance and support in the areas of personal computers, servers, telecommunication and LAN border protections (firewalls, intrusion detection systems and demilitarized zones).

## DISTRIBUTION APPLICATION SUPPORT DIVISION (DDC-YNGA)

### FUNCTIONS:

1. Administers the implementation of DSS.
2. Provides support for the execution and verification of test database, system testing, integration testing, functional testing, Initial Operating Testing (IOT) and Environmental Testing (ET) for Distribution Standard System (DSS). Analyzes test results and test cycle information. Maintains traceability of all testing activities that are executed.

3. Plan determines requirements, coordinates and provides training and training programs for distribution depot personnel for AIS implementation, upgrade, and/or changes in associations with DSS.
4. Participates in design, development, revision, and maintenance of Agency directed AIS projects, regarding concept, requirement, and implementation.
5. Provides end-user assistance in DSS functional and technical issues.
6. Performs functional systems analysis and design for DSS, coordinates changes to existing systems and procedures, develops requirements for system changes, and evaluates and processes requests for functional ADP services and changes.
7. Acts as DDC focal point for monitoring and conducting Central Design Agency tests of Distribution AIS changes.
8. Responsibility includes test environment oversight, office infrastructure, networks, telecommunications, and system interfaces.
9. Responsible for coordinating the population of the various test environments with appropriate test data in order to satisfy specific testing requirements of the application areas.
10. Coordinates and certifies all formal System and Functional tests.
11. Initiates appropriate actions for resolving problems with application software.
12. Participates in the initial development of automated information system concepts and develops recommended architectures in coordination with HQ DLA and functional managers Agency wide.
13. Maintains unique applications per DLA/DOD regulations, manuals, standards and user requirements.
14. Analyzes supported functional manager requests for local systems changes, and translates functional requirements into a requirements statement or systems concept paper.
15. Analyzes and makes recommendations regarding the feasibility and applicability of system design for assigned automated information systems.
16. Participates in Logistics Research & Development projects. Assists in executing and implementing IT initiatives
17. Analyzes supported functional manager requests for local systems support and translates functional requirements into a requirements statement or systems concept paper. Evaluates systems design alternatives, selects best approach and develops systems specifications. Develops and establishes integrated IT plans to implement locally developed systems modifications or changes. Coordinates modification or changes with HQ DLA and functional managers DOD/Agency wide.
18. Ensures, as site test integrator, that all levels of testing are documented and performed according to new or revised requirements.
19. Develops test plans, performs software testing, develops documentation of test results on all newly developed or enhanced software, and assists with functional testing as requested.
20. Develops and coordinates mid and long-range plans related to all functional responsibilities for systems development and management, on-line system management, and interfacing logistics systems and performing system and functional testing, initial operating testing, and environmental testing.
21. Tracks and reports status on all coding and unit testing.
22. Prepares implementation documentation and release agendas.

23. Participates in audits to ensure requirement accuracy and traceability.
24. Designs, develops, tests, implements, maintains, enhances, and documents all assigned distribution applications.
25. Develops and provides user training on new functionality or modifications to the system.
26. Provides consulting support to the user community during Environmental test and Initial Operating Capability (IOC) phase of deployment.
27. Develops and assists with the continual modification and implementation of applications and assures the incorporation of new business needs and requirements
28. Develops and documents plans to implement systems modifications.
29. Participates with teams to research and determine the causes affecting operational performance.